Our Mission

As members of the South Georgia State College Campus Police Department, we are committed to excellence. We take pride in providing a safe and secure learning environment and assisting those in need with honor and integrity. Conducting ourselves in a manner that is above reproach by advocating unquestionable ethical standards, professionalism, and honor is our pledge.
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The SGSC Annual Security Report is prepared by the SGSC Campus Police Department. Some areas of content are provided by other segments of the College Community including Campus Security Authorities, Residence Life and Housing, Student Success, and the Office of Student Conduct. Additionally, statistical information is requested from surrounding law enforcement entities.
I am pleased to offer the 2016 Annual Security Report for South Georgia State College (SGSC). This report has been prepared to inform you of the programs, policies, and services available to the College community through our Campus Police department. In addition, and in compliance with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, information is included for our crime and fire safety statistics. Our numbers speak to the high level of security and preventative measures existing on our campuses.

The SGSC Campus Police department stands behind its message of offering safety for students, faculty, staff, and campus visitors. Having available officers twenty-four hours a day, security assistive technology, and an alert campus community are among the best protections we can have. At the forefront of our minds is the security and well-being of all who are present on our campuses.

South Georgia State College believes best efforts and practices are put forward on a daily basis. However, despite the thoroughness of our department, crimes may occur. Measures are in place to deal with issues and to support those involved. We want to encourage everyone to take part in contributing to the safety and security of our campuses, and we commend the police department for all it does in protecting, serving, and educating.

If you have any questions or suggestions, please contact the South Georgia State Campus Police Department at (912) 260-4401.

Sincerely,

Ingrid Thompson-Sellers, Ph.D.
Interim President, South Georgia State College
January 8, 2013, South Georgia College and Waycross College consolidated to form South Georgia State College. South Georgia State College has partnered with Valdosta State University (VSU) and Georgia Southwestern State University (GSW) to offer entry programs on their campuses. The SGSC Entry Program (SGSCEP) provides students with a smooth transition from high school to the university setting. SGSCEP students also have access to all the academic resources and extracurricular activities available to students at Valdosta State University and Georgia Southwestern.
SECURITY AND ACCESS TO CAMPUS FACILITIES

The maintenance and security of campus facilities for safety of users lies not only with Campus Police but with all divisions of SGSC. Roles fulfilled by other divisions spans the areas of key control, maintenance of door hardware, replacement of broken windows, fire protection, fire drills, hazardous materials training, life safety items, etc.

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 when being utilized for educational or meeting purposes. Access to individual classrooms and laboratories is limited to faculty, staff, and students of SGSC unless otherwise authorized. 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 shall not be in use later than 11:00 p.m., except by residential students and approved overnight guests. The Waycross Campus shall not be utilized weekdays after 11:00 p.m. During the weekends, the campus is secured at 8:00 p.m.

No visitor on campus shall attend a college activity limited to college students or personnel without prior approval of the authorized representative. Any visitor on campus may attend a college event which is open to the public. Visitors must adhere to the Code of Conduct.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the SGSC Library, Clower Center Recreation Area, Wellness Center, and the Dining Hall. In these cases, the building will be secured according to schedules developed by the department responsible for the facility.

Residence Halls are secured 24 hours a day and operate under a computerized access control system. Identification cards are coded so that only residential students can gain entry. Access is limited to current residents, their registered guests, and approved members of the campus community. It is the resident’s responsibility to ensure that guests are aware of College and Residence Hall policies. Over extended breaks, the doors of all halls will be secured and key cards issued to resident students deactivated.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have a security review conducted of them.

Security of the premises is maintained in numerous methods:

- Patrol efforts from SGSC Personnel and Local Law Enforcement Entities.
- Video Surveillance
SGSC has extensive video monitoring capabilities. Video cameras are positioned in strategic locations throughout both the Douglas and Waycross campuses.

- **Environmental Design**
  Shrubbery, trees, and other vegetation on campus are trimmed on a regular basis. Trimming shrubbery exposes individuals with criminal intent who may use such vegetation for disguise or hiding purposes. Facilities and Campus Police personnel continually survey the campus grounds to ensure that a safe environment exists.

- **Exterior Lighting**
  Exterior lighting is an important part of the safety commitment. Parking lots, pedestrian walkways, and building exteriors are well lit. A comprehensive survey of all exterior lighting is conducted by representatives of Facilities at least annually. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Facilities team.

- **Key Control/Locking Mechanisms**
  A comprehensive key control program is in effect at SGSC. A list of keys is established and maintained by Facilities in order to meet campus needs. Keys are issued with an identifying number. This number ties the key to the room number, person, and department to whom the key is issued. As need is perceived, an audit of the list of issued keys is conducted. A concerted effort is made to determine the levels of security and areas of permitted access.

A cooperative effort by Campus Police personnel, Facilities personnel, and building occupants is utilized in surveying exterior doors. The purpose of this program is to ensure that each exterior door and its locking mechanism are working properly. Exterior doors on campus are locked and secured each evening by Campus Police Department personnel. Door and security hardware operating deficiencies are reported by SGSC personnel to Facilities when problems are observed.

**NON-DISCRIMINATION**

SGSC has zero tolerance for any form of discrimination based on a foundation of human dignity and worth. All forms discrimination, including, but not limited to, discrimination and/or harassment on the basis of race, color, sex gender identity, sexual orientation, ethnicity, national origin, religion, age, disability, or veteran status are prohibited. The College will respond to and make it reasonable efforts to investigate and address complaints or reports about prohibited conduct, or possible prohibited conduct that the College becomes aware of, with measures designed to stop the conduct, eliminate discrimination, prevent the recurrence of the conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.
EMERGENCY PREPAREDNESS

The Campus Police Department has primary responsibility for emergency preparedness at South Georgia State College. An Emergency Action Plan (EAP) has been specifically created to assist in the prevention, preparation, response, and recovery from emergencies that could affect our campuses.

Our priorities are to:

- Protect human lives
- Protect property and assets of the SGSC and the campus community
- Establish clear lines of authority and communication among departments and external partners
- Coordinate decision making and effective use of manpower and resources during an emergency
- Identify the College’s role in coordinating emergency operations
- Assist in restoration of College operations

This plan is comprehensive extending from all levels of emergency personnel though mutual collaboration to the personnel that makes up our campus community. The plan contains notification and response procedures for significant events involving immediate threat to the health or safety of the campus community. Each division at SGSC has created a Business Continuity Plan for inclusion in order to facilitate the return to normal operations as seamlessly as possible should such an event occur. Included in the EAP is information regarding shelter-in-place and evacuation guidelines. Furthermore, SGSC posts shortcuts for Emergency Response in all classrooms and in common areas. A summary of the Emergency Action Plan is posted on the SGSC Campus Police website at http://www.sgsc.edu/departments/emergency%20notification%20systems.cms. Lastly, each residence hall suite contains a brightly colored quick reference chart.

Training and drills, including both table top and exercises, are planned annually so as to familiarize students, faculty and staff with emergency preparedness and individual roles. SGSC Building Coordinators have prepared Building Emergency Action Plans campus wide. The Building Coordinators, with assistance from the campus police, are responsible for planning and conducting drills. Drills, whether announced or unannounced, are an important opportunity for students and employees to familiarize themselves with the locations of emergency exits, egress procedures, and assembly points. Participation and cooperation are required. Drills also allow the Campus Police Department and Facilities to thoroughly test the fire alarm systems located in each building and immediately address any deficiencies observed. Testing and exercise information is maintained by the Building Coordinators.

SGSC Police Department Personnel receive training in Incident Command and Rapid Response.
Georgia Code provides that Campus Police Officers have police authority to apprehend and arrest anyone violating criminal or traffic laws on-campus and areas up to 500 yards from any property owned or controlled by the Board of Regents (Refer to O.C.G.A 20-3-72). Certified campus police officers have the same enforcement powers, including arrest powers, as a law enforcement officer of the local government (Refer to O.C.G.A. 20-8-2). SGSC Police Officers receive a minimum of 20 hours of annual in-service training. This training includes Firearms Requalification and Use of Force.

In addition, Campus Police personnel work closely with local, state, and federal police agencies. Any College owned, leased, and/or rented property may also be patrolled by the Douglas Police Department and the Coffee County Sheriff’s Department in Douglas and by the Waycross Police Department and the Ware County Sheriff’s Department in Waycross. Both campuses may be patrolled by the Georgia State Patrol.

If additional assistance is deemed necessary, aid is granted by surrounding law enforcement agencies. A “Memorandum of Understanding” (MOU) agreement between the SGSC Police Department, Douglas Police Department, Coffee County Sheriff’s Office, and the Ware County Sheriff’s Office clarifies and designates responsibility for providing law enforcement services at South Georgia State College.

Crimes occurring on the Douglas Campus are investigated by the SGSC Police Department. Should additional assistance be required, requests will be made to local enforcement agencies and/or the Georgia Bureau of Investigation. Misdemeanor offenses will be prosecuted in either the Douglas Municipal Court or State Court of Coffee County. Felony offenses are prosecuted in the Superior Court of Coffee County. Crimes on the Waycross Campus are investigated by the City of Waycross Police Department or the SGSC Police Department and will be prosecuted in the Waycross Municipal Court or the Ware County State Court. Felony cases will be prosecuted in the Ware County Superior Court.

SGSC Police personnel are responsible for traffic control, enforcing Georgia Law, aiding in the prevention of crime, and enforcing Campus Rules and Regulations. Additionally, SGSC seeks to provide further safeguards for students, staff, and faculty, and asset protection by employing non-sworn security and support personnel.

The College Police Department maintains a Telecommunications Network terminal which allows police personnel access to the National Crime Information Computer system as well as 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.

If criminal offenses and/or violations of College rules and regulations are committed by students, they may be referred to the Student Conduct Board.
REPORTING A CRIME

Involvement from the campus community is essential to the prevention of crime on campus. Crime prevention rests not only with the Campus 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. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the Residential Halls should be reported without delay.

Remember that by not reporting crimes, you allow the perpetrators to commit additional and perhaps more serious crimes. Many times crime solving depends upon how accurately and promptly the incident is reported. Therefore, it is important that you be able to provide as much of the following information as possible:

1. The nature, type, and location of the incident.
2. Number of persons involved and any distinctive characteristics (names, sex, race, age, height, hair style/color, facial features, physical defects, glasses, clothing, etc.).
3. Vehicles involved (color, type, make, model, license plate, distinctive characteristics, i.e., bumper stickers, damage, number of occupants, etc.). Direction and method of travel.
4. Description of stolen property (item, manufacturer, serial number, value, color, etc.).
5. Any other applicable information.

Campus Police personnel will respond as quickly and as safely as possible to requests for 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 assists have a higher priority than other calls. Additionally, officers are often providing customer service campus wide; therefore, service delivery may be minimally delayed.

The Douglas Campus has Emergency Call boxes located strategically throughout campus.

Below is law enforcement contact information for both the Douglas and Waycross Campuses. We encourage prompt reporting to the proper law enforcement entity for incidents that occur off campus. Reporting can be anonymous.

<table>
<thead>
<tr>
<th>Location</th>
<th>Tiger Village I  First Floor West Wing</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>REPORT EMERGENCIES FROM ANY PHONE ON OR OFF CAMPUS</td>
</tr>
<tr>
<td>912.384.7675</td>
<td>NON EMERGENCY REQUESTS FOR POLICE SERVICES</td>
</tr>
<tr>
<td>912.260.4401</td>
<td>SGSC CAMPUS POLICE DEPARTMENT (LEAVE A MESSAGE IF NO ANSWER)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>WAYCROSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>REPORT EMERGENCIES FROM ANY PHONE ON OR OFF CAMPUS</td>
</tr>
<tr>
<td>912.449.7531</td>
<td>NON-EMERGENCY REQUESTS FOR SERVICES OF THE WAYCROSS POLICE DEPARTMENT/WARE COUNTY SHERIFF’S DEPARTMENT</td>
</tr>
<tr>
<td>912.260.4401</td>
<td>SGSC CAMPUS POLICE OFFICE PHONE (LEAVE A MESSAGE IF NO ANSWER)</td>
</tr>
</tbody>
</table>
CAMPUS SECURITY AUTHORITIES

If you are a victim of a crime or would like to report a known crime but you do not wish to pursue action through the SGSC Police Department, we encourage filing a voluntary, confidential report. The purpose of confidential reporting is to not only keep your personal information confidential but to take steps to ensure your safety and the safety of others. Campus Security Authorities (CSA) are college officials who have responsibility for campus security or who have significant responsibility for student and campus activities. CSAs are responsible for forwarding nonidentifying, basic information about the type of crime and the location where it occurred to the SGSC Police Department. This information is sent solely for the purposes of issuing Timely Warnings and for inclusion in the Annual Security Report. Reporting can be completely anonymous.

The Clery Act encompasses several groups of individuals and organizations that are considered to be Campus Security Authorities.

- Campus Police Personnel
- Student Affairs Personnel
- Campus Life Director
- Residence Life Coordinators
- Resident Advisors
- Athletic Dean or Director
- Athletic Coaching Staff & Trainers
- Intermural Sports Coordinator
- Faculty Advisors to Student Groups
- Staff of Disciplinary and Judicial Proceedings
- Title IX Coordinator
- Recreation Center Coordinator
- Faculty in Residence
- Tutorial Services Coordinator
- Division Directors and Deans
- College Vice Presidents and President

Although SGSC has designated those listed above as CSAs, the following have been designated as official reporting locations:

<table>
<thead>
<tr>
<th>OFFICIAL</th>
<th>LOCATION</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police Personnel</td>
<td>Tiger Village I</td>
<td>912.260.4401 Office/911 Emergency</td>
</tr>
<tr>
<td>The Office of Campus Life</td>
<td>Powell Hall</td>
<td>912.260.4427/912.260.4467</td>
</tr>
<tr>
<td>Dean of Students (Student Conduct)</td>
<td>Wellness Center</td>
<td>912.260.4221</td>
</tr>
<tr>
<td>College Vice Presidents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP for Operations/ Title IX Coordinator</td>
<td>Thrash Hall</td>
<td>912.260.4301</td>
</tr>
<tr>
<td>VP for Student Success or Designee</td>
<td>Richey Hall</td>
<td>912.260.4312</td>
</tr>
</tbody>
</table>

Please be aware that information forwarded by CSAs is for statistical purposes only. If you wish to have your case reviewed by a police officer for possible prosecution, you must file a report with the SGSC Police Department.
IT’S UP TO EACH OF US

SGSC takes great pride in the community and offers students, faculty members, and staff members many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from the unfortunate circumstances that arise in other communities. With that in mind, SGSC has taken progressive measures to create and maintain a reasonably safety environment on campus.

Although SGSC is progressive in policy, programming, and educating, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

BEHAVIORAL ASSESSMENT & RECOMMENDATION TEAM (BART)

SGSC has established a team (BART) that serves as an additional measure for campus safety by actively addressing behavioral concerns that have the potential to negatively impact the safety and well-being of the campus environment. BART is a complement to, not a replacement for, the College’s existing crisis and emergency procedures. It will operate in conjunction 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 members of the campus community.

The team addresses issues that a reasonable person would consider to be disturbing, bizarre, inappropriate, out-of-the-ordinary, etc. and that 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
- 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 fantasy, intentions
In order to initiate BART action:

**A Life Threatening Emergency** should be reported immediately to law enforcement and/or medical personnel by dialing 911. Police officers will escort medical personnel to the location.

**A Behavior of Concern** should be reported to the Behavioral Assessment and Recommendation Team in one of the following ways:

- Contact the Dean of Students 912.260.4217 or at greg.tanner@sgsc.edu
- Submit an electronic incident report via the website [http://www.sgsc.edu/current-students/sgscstudentslife.cms](http://www.sgsc.edu/current-students/sgscstudentslife.cms) or the SGSC Intranet, Faculty and Staff [https://publicdocs.maxient.com/incidentreport.php?SouthGeorgiaCollege](https://publicdocs.maxient.com/incidentreport.php?SouthGeorgiaCollege)

Call or email a BART member:

- Vice President for Academic Affairs 912.260.4203
- Director of Human Resources 912.260.4377
- Chief of Police 912.384.7675
- Dean of Students 912.260.4217
- Coordinator of Residence Life 912.260.4430
- Coordinator of Student Support Services 912.260.4435
- Counselor 912.260.4438
- Faculty Representative 912.260.4253

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, guardians;
- Administrative Withdrawal;
- On-going observation, defer action or decline action.

**COUNSELING CONFIDENTIALITY**

A professional counselor is an employee of South Georgia State College whose official responsibilities include providing psychological counseling to members of the SGSC community and who is functioning within the scope of his or her license or certification.

When acting in the scope of his or her duties, the counselor is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation. Personal information from counseling records will not be revealed unless disclosure is required by law. Counselors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.
TIMELY WARNINGS

In the event of a substantiated security or safety concern on College property or in the near vicinity, SGSC will make diligent efforts to advise the campus community if, in the judgment of the College, the event constitutes an ongoing or continuing threat to students and employees. The Campus Police Department along with other designated personnel on both the Douglas and Waycross campuses are responsible for issuing timely warnings in compliance with the Jeanne Clery Act. Warnings will be circulated via BlackBoard Connect and will consist of one or more of the following methods of dissemination: email, text, phone call, outdoor speaker.

College administrators will collaborate regarding if and when a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. 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.

When a determination has been made that a timely warning should be issued, the email, text, and/or voice warnings will be brief and will include some or all of the following information: the date, time, and location of the reported crime, a summary of the incident, a description of the suspect and/or vehicle, and any other special instructions or incident specific safety tips. Names of victims will be withheld as confidential.

EMERGENCY NOTIFICATIONS

Upon confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health and safety of members of the Campus Community, an emergency alert will be issued unless notification will compromise efforts to contain the emergency.

Anyone with information believed to warrant an emergency notification should promptly report the circumstances to any of the following. 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.

DOUGLAS CAMPUS
- Campus Department Police 912.260.4401/Emergency 911
- Vice President of Operations 912.260.4301
- Dean of Students 912.260.4221
- Chief Information Officer 912.260.4314
WAYCROSS CAMPUS
- Director of the Waycross Campus 912.449.7576/912.449.7511
- Coordinator of Application Development 912.449.7538

All decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations rest with the President or her designee.

DELIVERY METHODS

There are several methods of disseminating communication that 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.

- **Blackboard Connect Alert** - Subscribers to the SGSC Connect-Ed message system will receive Emergency Messages when it has been deemed necessary to send notifications. These messages will be delivered via email, phone, and/or text. If a cell number is entered into the students Banner account, he/she is automatically subscribed to Blackboard messaging. Students should ensure that contact information is current.
- **Live Safe** - Live Safe is a mobile security system that allows for two way messaging and may be utilized for disseminating communications during an emergency. Members of the SGSC Campus Community can download the app free of charge.
- **Campus Outdoor Warning Sirens**
- **SGSC Homepage** ([www.sgsc.edu](http://www.sgsc.edu))
- **Digital Bulletin Boards**
- **Local Radio Stations**
- **Local Television Station**

SGSC will take into account the safety of the campus community when determining content of safety messages and the initiation of the notification system. Notifications will include some or all of the following information: the date, time, and location of the reported crime, a summary of the incident, a description of the suspect and/or vehicle, and any other special instructions. The emergency notification process does not replace timely warnings but rather it addresses a wider range of threats such as hazardous chemical spills, terrorism incidents, gas leaks, bomb threats, an outbreak of a highly contagious disease, impending natural disasters, etc.

FOLLOW UP INFORMATION

Follow up Information will be dispersed in the same manner of the original information.

MONTHLY TESTING PROCEDURES

Monthly testing of the systems is conducted by the Campus Police Department on the first Wednesday of each month between 11:00 a.m. and noon.
South Georgia State College supports the provisions of the Drug Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendments of 1989. 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 as established by the University System of Georgia
- promote education and training programs, both internally and externally, regarding alcohol and other drug use/abuse
- have an employee assistance program
- provide wellness programs and activities for employees and students
- are a “dry” campus
- are smoke-free

In the interest of the personal health and safety of the campus community, SGSC will not condone or ignore alcohol use, sale or possession. SGSC strictly prohibits the possession, manufacture, distribution, sale, or use of illegal drugs and alcohol on the College campus by students and employees. Campus Police personnel will enforce all local, state, and federal laws pertaining to illegal drugs and alcoholic beverages, including underage drinking. Furthermore, incidents of alcohol or drug violations will be referred to Student Conduct.

No student may possess or consume any alcoholic beverage on the college campus, or while participating in a college sponsored trip or activity as this policy also extends to students conducting College-related business/activities off campus. Any student on or returning to the campus who is unable to control himself or herself because of consumption of an alcoholic beverage is in violation of this code.

Employees or students who violate this 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 drug offenses will lose their student-aid eligibility for a specified period of time.

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

- **Board of Regents Policy Manual, Section 406.03**: 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.
Any individual that violates Georgia law and/or the policies stated in the code of conduct in the student handbook may be subject to any or all of the following: expulsion, suspension, conduct probation, mandatory counseling, 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. 3-3-23.2).
- Parents or other adults to contribute to the delinquency of a minor through the purchase, sale or providing alcoholic beverages (Refer to O.C.G.A. 3-3-23.1).
- Anyone to use a false driver’s license or birth certificate or any other false identification card to obtain illegally any alcoholic beverage (Refer to O.C.G.A. 3-3-23.5).
- 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 who is in a state or noticeable intoxication (Refer to O.C.G.A. 3-3-22).
- Anyone to possess an open container of alcohol in a motor vehicle (Refer to O.C.G.A. 40-6-253).
- Anyone to be intoxicated, boisterous or loud using profane or unbecoming language in a public place or in 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).
- 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 1000 feet of a school (Refer to O.C.G.A. 16-13-32.4).
Please contact any of the following for any questions concerning alcohol or drug policies, procedures, disciplinary actions, and education programs.

- Police Department Supervisor  912.260.4401
- Dean of Students  912.260.4221
- Counseling Services  912. 260.4438 (Douglas) or (912)449-7593 (Waycross)
- 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.

**Local Information:**

In Douglas/Coffee County Alcohol & Drug Counseling Services at 912.389.4188.

**Toll-Free Information:**

- 1.800.Cocaine (Cocaine Addictions)
- 1.800.NCA.Call (Council on Alcoholism)
- 1.800.662.HELP (Institute on Drug Abuse)
- 1.800.241.9746 (Pride Drug Info Hotline)
- 1.800.9238722 (Alcoholics Anonymous)
- 1.800.863.2962 (Narcotics Anonymous)

**Web sites:**

- [www.collegedrinkingprevention.gov/](http://www.collegedrinkingprevention.gov/)
- [www.madd.org/home/](http://www.madd.org/home/)
- [www.casacolumbia.org/](http://www.casacolumbia.org/)
- [www.ncadd.org](http://www.ncadd.org)
- [www.na.org](http://www.na.org)
- [www.aa.org](http://www.aa.org)
**HEALTH RISKS OF DRUGS**

<table>
<thead>
<tr>
<th>DRUG</th>
<th>SYMPTOMS</th>
<th>HEALTH RISKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HALLUCINOGENS</td>
<td>Altered mood and perceptions focus on detail, anxiety, panic, nausea, and synesthesia.</td>
<td>Unpredictable behavior, emotional instability, violent behavior.</td>
</tr>
<tr>
<td>MARIJUANA</td>
<td>Altered perception, red eyes, dry mouth, reduced concentration &amp; coordination, euphoria, laughing, hunger.</td>
<td>Panic reaction, impaired short-term memory, and addiction.</td>
</tr>
<tr>
<td>COCAINE</td>
<td>Brief intense euphoria, elevated blood pressure &amp; heart rate, restlessness, excitement, feeling of well-being followed by depression.</td>
<td>Addiction, heart attack, seizures, lung damage, severe depression, paranoia.</td>
</tr>
<tr>
<td>DEPRESSANTS</td>
<td>Depressed breathing &amp; heartbeat, intoxication, drowsiness, uncoordinated movements.</td>
<td>Possible overdose especially in combinations with alcohol, addiction, withdrawal &amp; overdose.</td>
</tr>
<tr>
<td>STIMULANTS</td>
<td>Alertness, talkativeness, wakefulness, increased blood pressure, loss of appetite, mood elevation.</td>
<td>Fatigue leading to exhaustion, addictions, paranoia, depressions, confusion, possibly hallucinations.</td>
</tr>
<tr>
<td>NARCOTICS</td>
<td>Euphoria, drowsiness, insensitivity to pain, nausea, vomiting, watery eyes, runny nose.</td>
<td>Addiction, lethargy, weight loss, contamination from un-sterile needles, accidental overdose.</td>
</tr>
<tr>
<td>INHALANTS</td>
<td>Nausea, dizziness, headaches, lack of coordination &amp; control.</td>
<td>Unconsciousness, suffocation, nausea &amp; vomiting, brain damage sudden death.</td>
</tr>
</tbody>
</table>

**HEALTH RISKS OF ALCOHOL**

<table>
<thead>
<tr>
<th>BONE</th>
<th>Associated with osteoporosis in young and middle-aged men who are chronic drinkers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRAIN</td>
<td>Consumption of 3-9 drinks weekly is associated with increased risk of stroke. Heavy consumption can lead to dementia, blackouts, seizures, hallucinations, memory loss, learning deficit, difficulty swallowing, depression, antisocial personality disorder.</td>
</tr>
<tr>
<td>ESOPHAGUS</td>
<td>Especially in association with smoking, chronic drinkers have higher risk of cancer.</td>
</tr>
<tr>
<td>HEART</td>
<td>Moderate consumption can bring on painful coronary artery spasms in susceptible patients. Higher levels can cause abnormal heart rhythms, decrease heart strength.</td>
</tr>
<tr>
<td>LARYNX</td>
<td>Alcohol abuse is associated with increased risk of cancer.</td>
</tr>
<tr>
<td>LIVER</td>
<td>Excessive drinking may cause alcoholic hepatitis; chronic drinking may result in irreversible cirrhosis, treatable only with liver transplant. Alcohol abuse has been associated with increased cancer risk.</td>
</tr>
<tr>
<td>MUSCLE</td>
<td>Alcohol-dependent people are susceptible to acute and chronic muscle injury and muscle atrophy.</td>
</tr>
<tr>
<td>NUTRITIONAL DEFICIENCIES</td>
<td>Alcohol interferes with absorption and metabolism of vitamins, minerals, fats, carbohydrates, proteins; resulting deficiencies may include anemia, neuropathies.</td>
</tr>
<tr>
<td>PANCREAS</td>
<td>Heavy alcohol consumption can cause pancreatitis.</td>
</tr>
<tr>
<td>STOMACH</td>
<td>Regular consumption can exacerbate peptic ulcers, also lead to cancer.</td>
</tr>
<tr>
<td>REPRODUCTIVE SYSTEM</td>
<td>Alcoholic men suffer low levels of testosterone which may cause testicles to atrophy, breasts to enlarge, and impotence. Alcoholic women may become unable to ovulate. Those who drink heavily may give birth to deformed and mentally ill babies.</td>
</tr>
</tbody>
</table>


For more information on drugs and effects, refer to the following sites:

- www.drugfree.org
- http://www.clubdrugs.org/
- http://www.streetdrugs.org
CLERY ACT DEFINITIONS

ADVISOR
Any individual who provides the accuser or accused support, guidance, or advice.

AWARENESS PROGRAMS
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.

Bystander Intervention
Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:
- Recognizing situations of potential harm; and
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

ON CAMPUS
Any building or property owned or controlled by an institution within the same, reasonably contiguous, geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. This includes any building or property that is within or reasonably contiguous geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

ONGOING PREVENTION AND AWARENESS CAMPAIGNS
Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

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

PRIMARY PREVENTION PROGRAMS
Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are 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 direction.
**PROCEEDING**
All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**PROMPT, FAIR, AND IMPARTIAL PROCEEDING**
A proceeding that is completed within reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;
Conducted in a manner that:
- Is consistent with the institution’s policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

**PUBLIC PROPERTY**
All public property (including thoroughfares, streets, sidewalks, and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, public street along the sidewalk, and the public sidewalk on the other side of the street. Public property does not include anything beyond the second sidewalk (e.g. businesses, residences, etc.).

**RESULT**
Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result includes any sanctions imposed by the institution.

**RISK REDUCTION**
Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**UNFOUNDED**
An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.”
VIOLENCE AGAINST WOMEN ACT (VAWA)
SEXUAL VIOLENCE ELIMINATION ACT (SAVE)

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 disturbing to the family, friends, and college community as well. Anyone who believes that she or he has been the victim of crime is encouraged to report the incident and to seek medical care if needed.

The USG policy on sexual assault, domestic violence, dating violence, and stalking applies to students, staff, and faculty of SGSC. The College provides education and prevention resources, offers support services and referrals, encourages and facilitates reporting and prosecution, and is committed to disciplining anyone who violates this policy.

DEFINITIONS
Key definitions utilized by the College encompass the Violence against Women Act (VAWA) and the Sexual Violence Elimination Act (SaVE) current terminology and definitions. The College incorporates the definitions of several important terms, including family violence, sexual assault, dating violence, and stalking. We recognize that these offenses are not gender-specific crimes.

Consent
The act of willingly and verbally agreeing to engage in specific sexual contact or conduct. If sexual contact and/or conduct is not mutually and simultaneously initiated, then the person who initiates sexual contact/conduct is responsible for getting the verbal consent of the other individual(s) involved.

Although Georgia Law does not define consent in reference to sexual activity, consent means the affirmative, explicit, conscious, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent must be clearly communicated, in words or by voluntary actions that are unmistakable in their meaning. Consent must be mutual and ongoing, and must be given for every sexual act.

Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent. Intercourse is generally considered to be against a person's will if: the person is unconscious, asleep, drugged, intoxicated, frightened or intimidated, or mentally impaired or deficient so that he or she cannot agree to the act. Engaging in any form of sexual activity with someone who is incapacitated constitutes sexual misconduct.

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent cannot be presumed and is never implied. Consent can be withdrawn at any time. Absence of protest, passivity, or silence is not consent. The absence of “no” does not mean “yes”.
**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 based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of the interaction between the persons involved in the relationship.”

It is not limited to sexual or physical abuse or the threat of such abuse.

Dating Violence is not defined in Georgia, however “Family Violence” as defined under O.C.G.A. 19-13-1 to include some dating situations – i.e. persons who are parents of the same child, other persons living or formerly living in the same household.

**Domestic Violence:**

“Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... 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 Georgia, the term Domestic Violence is not defined but Family Violence is defined under O.C.G.A. 19-13-1 as “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, simply battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass”.

**Sexual Assault:**

The Campus SaVE Act defines sexual assault “as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.”

In Georgia, Sexual Assault is defined under O.C.G.A. 16-6-5.1 as “sexual contact” that is perpetrated by “a person who has supervisory or disciplinary authority over another individual.”

**Rape:**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
In Georgia, Rape is defined under O.C.G.A. 16-6-1 as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.” The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Stalking:

“Engaging in a course of conduct directed at a specific person that will cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

Georgia defines Stalking under O.C.G.A. 16-5-90 as “(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... 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...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... 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.”
CONFIDENTIALITY
South Georgia State College 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 put the public at risk. The College is also required by law to report statistics for sexual assault, domestic violence, dating violence, stalking, and other crimes, as defined under federal law and the uniform crime reporting system. Neither safety awareness alerts nor campus crime statistics contain specific victim-identifying information.

REPORTING OPTIONS
Victims have many options with regard to reporting sexual assault, domestic violence, dating violence, and stalking, including reporting to South Georgia State Campus Police, and to various campus authorities. If desired, Campus Security Authorities will assist in notifying law enforcement authorities. Additionally, victims have recourse through the civil and criminal court systems, by seeking protection orders, no contact orders, and other similar court orders.

SGSC POLICE DEPARTMENT
The SGSC Police Department urges anyone who is a victim of crime to contact us immediately. An SGSC police officer can be summoned by calling 911.

SGSC PD will...

- Attend to the immediate needs of the victim ensuring prompt medical care.
- When appropriate, broadcast on emergency alert or timely notification.
- Notify counseling services or provide information on SGSC Counseling services.
- Provide victims with information concerning the importance of preserving evidence, and the rights of the victims.

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

SUPPORT SERVICES AND RESOURCES
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 a diverse array of services and external resources, many of which may be accessed 24 hours a day. The SGSC Campus Police Department maintains a current listing of resources and contact information and is available upon request.

MEDICAL RESOURCES
The Medical Community follows specific policies and procedures when treating an individual that has been sexually assaulted. The State will pay for emergency room care for victims who have been assaulted and do not have health insurance; if a victim provides health insurance information to the emergency room, the emergency room will bill the insurance company and the policy holder will be notified as usual. By law, the police department will be notified, and the victim may choose to file a report.
**COLLEGE DISCIPLINE PROCEDURES**

The appropriate college disciplinary avenue is determined by the event. The college is committed to providing a prompt, impartial, and thorough investigation and resolution; therefore, reporting the incident in a timely manner can facilitate the traumatic and painful situation. A person may opt to pursue his or her case via the legal system and/or through internal disciplinary procedures. Such an investigation may occur alongside, rather than in lieu of, an independent law enforcement investigation. The accused and victim are entitled to bring a person of their choice to the proceedings, whose role is limited to providing support, not acting as an advocate or participant. In such proceedings, a preponderance of the evidence standard is used. Further, the accused and victim are simultaneously informed, in writing, of the outcome of the proceedings and the procedures for seeking review of the decision. Included will be notification about counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community. Additionally, victims will receive written notification about options for changing academic, living, and working situations if the requests are reasonably available and made by the victim.

Disciplinary sanctions for students may include one or more of the following: fines, community service, counseling, suspension, and/or expulsion. Sanctions for an employee of SGSC found to have sexually assaulted, committed an act of domestic violence, dating violence, or stalked another person may be punished up to and including termination of employment.

Honoring the confidentiality of disciplinary proceedings and their outcomes is the responsibility of the accused, the victim, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcome may result in disciplinary consequences.

Officials participating in disciplinary proceedings involving sexual assault, domestic violence, and stalking receive annual training on issues related to these offenses.


**NON-RETRALIATION**

The College prohibits retribution against any person who exercises any rights or responsibilities under this policy.
SEXUAL ASSAULT: PREVENTION, REPORTING, AND RESPONSE

Reports of sex offenses may be made to the SGGC Police Department, Counseling Services, or any Campus Security Authority; however, any SGSC employee will assist with notifying law enforcement personnel if requested to do so. 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 the identification, collection, and preservation of evidence, which is essential to the successful prosecution of most sex offenses.

SGSC strongly encourages timely reporting of sexual assaults because time is a critical factor 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 prior to the medical/legal exam).
- 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 health-care providers are legally required to report all cases of suspected sexual or physical assault to law enforcement.)

SEXUAL ASSAULT RESPONSE GUARANTEE FROM SGSC CAMPUS POLICE PERSONNEL

What victims can expect:

- We will meet with you privately or at a place of your choice to file a report.
- We will not release your name to the public or press. Crime statistics and incidents are made public record, but any identifying information will be withheld.
- Our officers will not prejudge you, and you will not be blamed for what occurred.
- We will treat you and your case with courtesy, sensitivity, dignity, understanding, and professionalism.
- We will assist you in receiving medical care, counseling, and other support services that are available.
- We will thoroughly investigate your case and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect(s). You will be kept informed of the progress of the investigation and/or prosecution.
- We will consider your case seriously, regardless of your gender and sexual orientation, and regardless of the gender and sexual orientation of the suspect(s).
RESPONSE TEAM

SGSC has developed a team to help victims of sexual assault through the emotional and legal processes. The Sexual Assault Response Team (SART) utilizes officers, counselors and nurses to meet the needs of the victim.

Following an alleged sex offense, the college will change a victim’s academic and living situations if modifications are requested by the victim and are reasonably available.

CRIMINAL PROSECUTION AND DISCIPLINARY PROCEDURES

Although the victim of a sexual assault may elect to have the investigation pursued through the Office of Student Success (Discipline and Conduct) rather than filing formal state charges, the suspect of an alleged sex offense is subject to both criminal prosecution and disciplinary action under the Student Conduct Code. The Assistant Dean of Students coordinates all disciplinary proceedings involving alleged sexual misconduct. The alleged victim and the alleged offender are entitled to have other individuals present during a campus disciplinary proceeding. In such proceedings, a preponderance of the evidence standard is used. Sanctions for Sexual Assault include Residence Hall Suspension or Expulsion, and or College Suspension or Expulsion. The alleged victim will be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault upon written request.

The South Georgia State College Student Handbook which contains the Student Code of Conduct detailing disciplinary proceedings is located at

SEX OFFENDER REGISTRATION INFORMATION

*Megan’s Law* is a common term for state laws that create and maintain a sex offender registry that makes information on registered sex offenders available to the public. Megan’s Law is named after seven-year-old Megan Kanka, a New Jersey girl who was raped and killed by a known registered sex offender who had moved across the street from the family without their knowledge. In the wake of the tragedy, the Kankas sought to have local communities warned about sex offenders in the area. The federal government implemented requirements that all states establish sex offender registries and provide the public with information about the offenders.

While each state's version of Megan's Law differs slightly, all typically collect information about sex offenders that includes: the offender’s name, address, picture and the nature of their crime. States publish this information on freely available web sites that the public can query in many different way.
In accordance to the Campus Sex Crime Prevention Act (CSCPA) of 2000, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974, the SGSC Police Department is providing a link to the Georgia Bureau of Investigation Sex Offender Registry. The Sex Offender Registry is the central repository for Georgia’s Violent Sexual Offender Registry in compliance with O.C.G.A. 42-1-12. Members of the campus community may access the Georgia Sex Offender Registry located at https://gbi.georgia.gov/georgia-sex-offender-registry. The Georgia Bureau of Investigation is responsible for maintaining this registry. This act mandates sex offenders who are required to register under state law to provide notice of their enrollment or employment at any higher learning institution in the state of residence.

**ADDITIONAL RESOURCES AND ASSISTANCE**

**ON-CAMPUS RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

SGSC Counseling Services 912.260.4438 (D)/912.449.7593 (W)

**OFF-CAMPUS RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

- Satilla Rape Crisis Center 912.283.0987
- Rape, Abuse, and Incest National Network 1.800.656.HOPE (4673)
- Georgia Crime Victims Compensation 1.800.547.0060
  https://cjcc.georgia.gov/victims-compensation

We approach issues of misconduct such as sexual harassment and sexual assault, stalking and intimate partner violence, not just as behaviors prohibited by law, but as conduct that devalues individuals as it is harmful not only to the person involved, but as actions that undermine the entire campus community.
PREVENTION AND EDUCATION PROGRAMS

The SGSC Police Department takes a proactive approach to crime prevention. Our goal is to eliminate or minimize criminal activity whenever possible. We strongly encourage students, faculty, and staff to be responsible for their own safety and for the safety of others through bystander intervention so as to prevent harm and to 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.

HELPING OTHERS RESPOND TO PROBLEMATIC SITUATIONS

The college provides education programs and awareness campaigns to prevent and promote awareness of sexual assault, domestic violence, dating violence, stalking, rape, and acquaintance rape. In addition to covering the information addressed in this policy, these programs will, among other things, provide information on risk reduction.

Risk reduction encourages asserting one’s rights and respecting the rights of others in relationships. For example,

- Define, respect, and communicate your own 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.

All first time, full time students and residents of SGSC are required to complete Haven: Understanding Sexual Assault — an online training program that addresses the critical issues of sexual assault, relationship violence, and stalking.

Haven educates students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:

- Key definitions and statistics, including training on the definition of “consent,” “dating violence,” “domestic violence,” sexual assault,” and “stalking;”
- Reflective and personalized content;
- Bystander intervention training aimed at providing safe and positive options and confidence-building strategies; and
- Campus-specific resources, procedures and policies, including the college’s prohibition of dating violence, domestic violence, sexual assault and stalking.
CRIME PREVENTION AND SAFETY AWARENESS

Crime prevention and safety awareness programs are offered at SGSC in an attempt to reduce campus crime. Prevention programs are aimed at minimizing criminal opportunities and encouraging students to be responsible for their own security.

<table>
<thead>
<tr>
<th>Type of Program</th>
<th>Frequency</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence &amp; Street Safety</td>
<td>Upon Request</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Provides information on personal</td>
<td></td>
<td></td>
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<tr>
<td>security and property protection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol &amp; Drug Abuse</td>
<td>Each Semester</td>
<td>Campus Police, Student Affairs</td>
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<tr>
<td>Provides information regarding the</td>
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<tr>
<td>effects of drug and alcohol use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Defense Techniques</td>
<td>Each Semester</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Teaches students, faculty, and staff</td>
<td></td>
<td></td>
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<tr>
<td>some basic self-defense techniques</td>
<td></td>
<td></td>
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<tr>
<td>and safety awareness.</td>
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<td></td>
</tr>
<tr>
<td>College Students and Sexual Assault</td>
<td>Each Semester/Upon Request</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Provides information on victimization</td>
<td></td>
<td></td>
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<tr>
<td>and prevention of sexual assaults.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Crime Log</td>
<td>Updated Weekly</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Provides information regarding crimes</td>
<td></td>
<td></td>
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<tr>
<td>reported to have occurred on campus.</td>
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<td></td>
</tr>
<tr>
<td>EverFI Training</td>
<td>All first time, full-time</td>
<td>Student Success</td>
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<tr>
<td>and residential students each</td>
<td></td>
<td></td>
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<tr>
<td>semester</td>
<td></td>
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</tr>
<tr>
<td>Crime Prevention Presentations</td>
<td>Each Semester/Upon Request</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Includes information about personal</td>
<td></td>
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<tr>
<td>safety, sexual assault prevention,</td>
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<tr>
<td>theft prevention, residence security,</td>
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<tr>
<td>etc.</td>
<td></td>
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</tr>
<tr>
<td>Domestic and Dating Violence</td>
<td>Each Semester/Upon Request</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Assists students in understanding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>domestic and dating violence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Also includes stalking deterrence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Shooter</td>
<td>Each Semester for incoming</td>
<td>Campus Police</td>
</tr>
<tr>
<td>and residential students each</td>
<td></td>
<td></td>
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<tr>
<td>semester</td>
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</tr>
<tr>
<td>Emergency Operations</td>
<td>Freshmen in SGSC 1000</td>
<td>Campus Police</td>
</tr>
<tr>
<td>each semester</td>
<td>Each Semester /Upon Request</td>
<td></td>
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<tr>
<td>Provides details of response</td>
<td></td>
<td></td>
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<tr>
<td>protocols for students and employees</td>
<td></td>
<td></td>
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<tr>
<td>during crisis situations.</td>
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<tr>
<td>Emergency Flip-Charts</td>
<td></td>
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<tr>
<td>Posted throughout campus to provide</td>
<td>Campus Police</td>
<td></td>
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<tr>
<td>the information regarding</td>
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<tr>
<td>reporting and dealing with</td>
<td></td>
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<tr>
<td>emergency situations.</td>
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<tr>
<td>Motor Assistance Program</td>
<td>Upon Request</td>
<td>Campus Police</td>
</tr>
<tr>
<td>Assist motorists on campus with</td>
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<tr>
<td>vehicle problems (excluding</td>
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<tr>
<td>unlocking vehicle doors).</td>
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<tr>
<td>Safe Escort Program</td>
<td>Upon Request</td>
<td>Campus Police</td>
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<tr>
<td>Campus officers will escort</td>
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<tr>
<td>members of the campus community to</td>
<td></td>
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<tr>
<td>secondary locations campus wide.</td>
<td></td>
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</tr>
<tr>
<td>Patrol-Bys/Walk-Thurs</td>
<td>Ongoing</td>
<td>Campus Police</td>
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<tr>
<td>Officers periodically conduct</td>
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<tr>
<td>security checks of areas where you</td>
<td></td>
<td></td>
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<tr>
<td>are working, studying, or living.</td>
<td></td>
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</tr>
<tr>
<td>Community Resource Fairs</td>
<td>Fall Semester</td>
<td>Campus Wide</td>
</tr>
<tr>
<td>Safety Emails and Flyers</td>
<td>Ongoing</td>
<td>Campus Police</td>
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</tbody>
</table>
South Georgia State College recognizes the importance of safety for our on-campus living community. The purpose of this policy is to establish procedure for responding to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to SGSC students who reside in on-campus housing.

**POLICY**

A student will be considered a “missing person” if the person’s absence is contrary to his or her usual pattern of behavior and if unusual circumstances may have caused the absence, and/or if a roommate, class mate, 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 age 18 and over or emancipated minors are given the opportunity to designate, an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this policy. This designation will be made upon move in by the Residence Life Coordinators 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.

In the event a student is under the age of 18, who is not emancipated, is determined to be missing, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

This information will be registered confidentially and is accessible only to authorized campus officials. The information may not be disclosed except to law enforcement personnel in furtherance of the investigation. The missing persons contact information will be provided to Campus Police personnel, the Director of Campus Life, Residence Life Coordinators, and the Dean of Students.

**OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS**

Any individual on campus who has information that a residential student may be a missing person should notify Campus Police, the Director of Campus Life, Residence Life Coordinators,
and/or the Dean of Students immediately. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Campus Police Department and the Office of Residence Life and Housing.

Campus Police will gather essential information about the residential student from the reporting person and from 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 or not the student has been attending 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), Campus Police 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, Director of Campus Life, Chief of Police, Police Supervisor, or Residence Life Coordinator will notify the missing persons contact for students 18 years of age and older, or the parent and/or guardian for students under the age of eighteen. Contact is contingent upon the correct emergency contact information being made available by the student.

In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The SGSC Police Department will assist outside agencies with these investigations as requested.

**CAMPUSS COMMUNICATIONS ABOUT MISSING STUDENTS**

Prior to providing the SGSC campus community or media with any information about a missing student, the Vice President for External Affairs (VPEA) shall consult with law enforcement authorities to ensure that communications do not hinder the investigation. The VPEA or designee will provide information to the media to elicit public assistance for a missing person.

The Vice President for Operations, in conjunction with appropriate faculty and staff, is responsible for the development and publication of any procedures or guidelines that may be necessary to administer this policy effectively.

**WELL BEING VERIFICATION**

If located, verification of the student's state of health and intention of returning to the campus will be made. When and where appropriate, a referral will be made to SGSC Counseling Services. Lastly, the missing persons contact will be notified.
CRIME CATEGORY DEFINITIONS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990. It is named in memory of 19-year old Lehigh University freshman, Jeanne Ann Clery, who was assaulted and murdered while asleep in her residence hall in 1986. This law requires SGSC and all institutional officials with significant responsibility for campus and student affairs to publicly disclose three years of campus crime statistics.

Clery Act crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Handbook. For sex offenses only, the definitions used are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn’t require Clery Act crime reporting to meet all UCR standards. Additionally, the UCR definition of crimes may define crimes differently than Georgia Penal Code.

MURDER/MANSLAUGHTER
The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE
The killing of another person through gross negligence.

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

AGGRAVATED ASSAULT
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

BURGLARY
The unlawful entry of a structure to commit a felony or a theft.

MOTOR VEHICLE THEFT
The theft or attempted theft of a motor vehicle.

ARSON
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
**SEX OFFENSES**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**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.

**Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**HATE CRIMES**

Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

**Larceny/Theft**

Includes, pocket picking, purse snatching, shoplifting, theft from buildings and motor vehicles, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism or Property (except Arson)**

To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
CATEGORIES OF PREJUDICE ARE:

Race
A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

Gender Identity
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

Religion
A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual orientation
A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

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

National origin
A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

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

WEAPONS LAW VIOLATIONS
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Refer to O.C.G.A. 16-11-127.1.

The code section for carrying weapons within a school safety zone changed in 2016 to allow any person that is at least 18 years of age currently enrolled in classes on the campus to possess an electroshock weapon while in or on any building or property owned by the college. Use of the weapon must be in defense of self or others.

CRIMINAL ACTIVITY OFF CAMPUS
SGSC does not have any officially recognized student organizations that have housing facilities off-campus. However, though 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 referral to the Student Conduct Board.
DISCLOSURE OF CRIME STATISTICS

The SGSC Police Department 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. The Campus Police Department submits these crime statistics to the Department of Education (DOE) who is turn makes the report available to the general public through the DOE website. In addition, statistics are posted in this manual which can be located on the SGSC Campus Police website. Hard copies of this manual are available at the Campus Police Department which is located in Tiger Village I on the Douglas Campus.

Some crime victims may prefer to report incidents of crime to someone other than to the Police. Reasonable attempts have been made to identify crimes that may have been reported to or known by the SGSC Police department in order to provide accurate statistics.

Crime statistics for SGSC’s entry programs at Valdosta State University and Georgia Southwestern State University are maintained through the respective colleges. The crime statistics for Valdosta State University can be accessed at http://www.valdosta.edu/administration/finance-admin/police/welcome.php while those for Georgia Southwestern can be obtained at http://bf.georgiasouthern.edu/publicsafety/.

The SGSC Campus Police Department maintains a Crime Log of all criminal incident reports that have been filed with the Department. The log is available for review at the Campus Police Department during regular business hours.
<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On Campus</th>
<th>Residential Facilities</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non-negligent Manslaughter</td>
<td>2013</td>
<td>0</td>
<td>0</td>
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<td>2014</td>
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<td>2015</td>
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<tr>
<td>Manslaughter by Negligence</td>
<td>2013</td>
<td>0</td>
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<tr>
<td>Forcible Sex Offenses</td>
<td>2013</td>
<td>0</td>
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<tr>
<td>Non-forcible Sex Offenses</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated Assault</td>
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<td>2015</td>
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<td>Motor Vehicle Theft</td>
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<td>Hate Crimes</td>
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<td>2015</td>
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<td>Any Other Crime Involving Bodily Injury</td>
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<td>Domestic Violence</td>
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<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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<td>2015</td>
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</tbody>
</table>

*Crimes reported in the Residential Facilities category are also included in the On Campus category. SGSC has no Non-Campus Buildings & Property.*
# South Georgia State College

## Campus Crime Statistics: Waycross Campus

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
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</thead>
<tbody>
<tr>
<td>Murder and Non-negligent Manslaughter</td>
<td>2013</td>
<td>0</td>
<td>0</td>
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<td>Manslaughter by Negligence</td>
<td>2013</td>
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<td>2015</td>
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<td>Forcible Sex Offenses</td>
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<td></td>
<td>2014</td>
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<td>Non-forcible Sex Offenses</td>
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<td>Robbery</td>
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*SGSC Waycross does not have residential facilities nor does it own any non campus properties*
**SOUTH GEORGIA STATE COLLEGE**

**CAMPUS CRIME STATISTICS**

**DOUGLAS CAMPUS**

<table>
<thead>
<tr>
<th>ARRESTS &amp; REFERRALS TO CONDUCT FOR DISCIPLINARY MEASURES</th>
<th>ON CAMPUS</th>
<th>RESIDENTIAL FACILITIES</th>
<th>PUBLIC PROPERTY</th>
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*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES CATEGORY ARE ALSO INCLUDED IN THE ON CAMPUS CATEGORY*

**SOUTH GEORGIA STATE COLLEGE**

**CAMPUS CRIME STATISTICS**

**WAYCROSS CAMPUS**

<table>
<thead>
<tr>
<th>ARRESTS AND REFERRALS TO CONDUCT FOR DISCIPLINARY MEASURES</th>
<th>ON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
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<tr>
<td>Liquor Law Referrals</td>
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</tr>
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<td>Drug Violation Referrals</td>
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<tr>
<td>Weapons Law Arrests</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Law Referrals</td>
<td>0</td>
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</tr>
</tbody>
</table>

*SGSC DOES NOT OWN ANY NON-CAMPUS PROPERTIES*
CRIME PREVENTION TIPS

BE ALERT!

Use common sense and do not place yourself in a location or situation to become a victim of crime. Don’t rely on others for your safety. Disinterest and complacency are the prime contributors to the success of crime. You are ultimately responsible for your safety while away at college. The Campus Police team cannot be everywhere at once and are, therefore, dependent upon others to recognize and report incidents of suspicious and criminal activity. Cooperation from others greatly influences our effectiveness in combating crime.

Doing your part means:

1. Being aware of your vulnerability.
2. Being alert for suspicious or criminal activity and conditions that may represent a hazard.
3. Becoming security conscious and reporting incidents of suspicious or criminal activity.

BLACKBOARD CONNECT

Blackboard Connect is an information sharing system that allows SGSC to contact you by text messaging, email, and/or voice in the event of an emergency. The nature of the emergency and safety instructions would be sent directly to your cell phone. You can elect to sign up for this safety feature by adding your cell phone information in Banner.

LIVE SAFE

LiveSafe is an optional mobile safety system that facilitates discreet and risk-free bystander intervention through information sharing with the Campus Police Department. Through iPhone and Android devices, students can report GPS-tagged information with added pictures, video, and audio clips.

WALKING ON CAMPUS

- Stay in well-lit, well-populated areas. Take the safest route, not the fastest route.
- Be aware of your environment. Don’t 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 (inside your hand) for easy access. They may be used as a weapon if necessary.
- Plan ahead. Know where the restrooms, food and water are. Do not wander around campus aimlessly.
- 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 and run to a campus building, 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 person has continued walking in the other direction.

- DO NOT enter vehicles with strangers.
- ALWAYS be aware of your surroundings.
- Call for an escort from Campus Police on the Douglas Campus or notify any employee on the Waycross Campus if you feel unsafe. We will gladly escort you to your vehicle/class. Please call several minutes before you need to leave.

IN PARKING AREAS
- Park in well-lit, well-traveled areas of the parking structure or lot.
- Carry your keys in your hands. You’ll be able to get into your car faster and the keys may be used as a weapon if necessary.
- Walk in the center of the aisles when safe to do so. You’ll have more reaction time if someone leaps out from behind a car.
- Walk with confidence. Criminals can often sense when you feel vulnerable.
- 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. in the trunk).
- Lock your doors and keep windows rolled up whenever possible.
- Limit distractions such as cell phones.

ELEVATOR
- If, while waiting for an elevator, you find yourself alone with a stranger, let him take the elevator and wait for its return.
- Always stand near the control panel, where you have access to the alarm and floor buttons.
- Emergency phones are installed in all passenger elevators. When you push the button, the phone will automatically dial the Campus Police Department.

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.
- Don’t spend time alone with someone who makes you feel 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. Never take drinks from other people and don’t leave your drink unattended.
- Tell someone you trust your date’s name, destination and planned time of return.
**SOCIAL MEDIA**

- Keep control over the information you post. Restrict access to your page to a select group of people (friends or family).
- Keep your information to yourself. Be cautious about posting information that could be used to identify you or locate you offline. Don’t post your full name, Social Security number, address, phone number, or bank and credit card account numbers.
- Remember that once you post information online, you can’t take it back.
- Post only information that you are comfortable with others seeing and knowing about you. Many people can see your page, including your parents, the police, the college you attend, or the job you might want to apply for in five years.
- Photos can be altered and broadcast in ways you may not be happy about. If you do post one, ask yourself whether it’s one your mom would display.
- Social Networking is a double-edged sword. It’s okay to have fun and connect with other people on social networks, but be alert to the fact that criminals prey on others. Take precautions to prevent possible negative outcomes.
  - Flirting with strangers online could have serious consequences. Because some people lie about who they are, you never really know who you’re dealing with.
  - Be wary if a new online friend wants to meet you in person.

**PEDESTRIAN SAFETY**

Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway. No pedestrian should suddenly leave a curb or other place of safety into the path of a moving vehicle which is so close as to constitute an immediate hazard.

- Cross streets at marked crosswalks or intersections, if possible. Never enter the street from between parked cars or from behind shrubs.
- Don’t assume vehicles will stop. At a controlled intersection, make sure that vehicles have come to a complete stop before proceeding across the road. Remember to look in all directions especially for vehicles that may turn into the direction you are crossing. Watch for turning vehicles; make sure the driver sees you and will stop for you.
- Always walk on the sidewalk; if there is no sidewalk, walk facing traffic.
- Be alert to engine noise or backup lights.
- Be careful at crossings: look before you step.
- Look left, right and left again before crossing a street.
- Don’t wear headphones or talk on a cell phone while crossing.
**TIPS FOR DRIVERS**

- The driver of a vehicle shall yield the right-of-way to a pedestrian within a crosswalk.
- Watch for pedestrians at all times. Be prepared to stop.
- Remain in the right lane unless passing or turning left.
- The center turn lane is NOT a merge lane. Attempting to merge into traffic from this lane can cause head on collisions.
- Don't drive distracted or after consuming alcohol or other drugs.
- Do not use your cell phone while driving (including texting).
- Look carefully behind your vehicle for approaching pedestrians before backing.
- Do not block or park in crosswalks.
- Obey speed limits and come to a complete stop at STOP signs.
- Vehicles stopped at marked or unmarked crosswalks at an intersection may be stopped to permit a pedestrian to cross the roadway. The driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

**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 for a roommate or friend who wants the door left unlocked.
- Report all lost keys/SGSC ID to your Residence Life Coordinator immediately.
- Be careful of whom you invite into your room because thieves are often acquaintances.
- Don't put yourself into a position that may put you or others in jeopardy.
- Do not tape or put any objects in your door jam. This leaves your room vulnerable to theft.
- Do not sign in people you do not know as guests into the residence halls. Do not allow strangers to enter the premises.
- If you have expensive equipment (computers, stereos, etc.) engrave them with your Georgia ID or Driver’s License number.
- Check your peephole before opening your door. Don’t open for 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 you find that your room has been entered, DO NOT GO INSIDE. Call the Campus Police Department. If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that is important to the police investigation.
OTHER TIPS

- Always report any suspicious activity to the Police.
- When running/walking alone, do not wear earphones and consider carrying a whistle.
- Advise someone of your whereabouts and how long you expect to be out. Notify them if you end up staying longer than expected. Don’t post your location on social networking sites.
- Do not leave your belongings unattended. If you must leave an area for any length of time, take your property with you. It only takes a few seconds for a thief to steal.
- If you see someone being victimized, get involved and notify law enforcement.
- Always let someone know where you’ll be going and when you will return.
- Keep valuable possessions out of sight. Do not openly display money or valuables.
- Carry your purse or book bags close to your body.
- Participate in fire drills and adhere to guidelines for evacuation when an alarm sounds.
- Put the word acronym ICE (In Case of Emergency) into your phone with the name of and number of parent or guardian. Campus Police/other Emergency Personnel will know who to contact in an emergency situation.
FIRE SAFETY DISCLOSURE
FOR ON-CAMPUS 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 will be published as part of the Annual Security Report.

TO REPORT A FIRE
All fire notifications should be made to Campus Police immediately at by dialing 911. Fire and/or emergency personnel will be notified as the situation warrants.

NUMBER OF REGULAR MANDATORY SUPERVISED FIRE DRILLS
Each semester, there are supervised scheduled drills or actual events at campus residence halls that are facilitated by the Department of Residence Life and Housing and the Campus 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.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY
South Georgia State College continually evaluates fire safety. SGSC plans to continue improvements for fire safety efforts by meeting and exceeding minimal fire safety standards. Currently, Facilities is planning a campus wide project in which the fire alarm systems will be networked.

FIRE SAFETY EDUCATION AND TRAINING
Housing Staff members receive annual fire safety training. Students living in Campus Housing review fire safety policies during New Student Orientation Housing presentations and are addressed by the Resident Assistant (RA) at their first floor meeting of the year.

FIRE INCIDENT LOG
The fire incident log is maintained by Residence Life and Housing and is available for public review during normal business hours at the Office of the Director of Campus Life.

SMOKING
Smoking, including hookahs and other smoking paraphernalia, is prohibited on all campuses of the University System of Georgia including SGSC. Those who violate this policy may face disciplinary actions.
### Reported Fires by Building for SGSC Residence Halls

#### 2013 Fire Summary

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at a Medical Facility</th>
<th>Deaths Related to a Fire</th>
<th>Estimated Value of Property Damage Caused by Fire</th>
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<tbody>
<tr>
<td>Tiger Village I</td>
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<td>Shannon Hall</td>
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<tr>
<td>Floyd Hall</td>
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#### 2014 Fire Summary

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at a Medical Facility</th>
<th>Deaths Related to a Fire</th>
<th>Estimated Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiger Village I</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Floyd Hall</td>
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#### 2015 Fire Summary

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Total Fires in Each Building</th>
<th>Cause of Fire</th>
<th>Injuries that Required Treatment at a Medical Facility</th>
<th>Deaths Related to a Fire</th>
<th>Estimated Value of Property Damage Caused by Fire</th>
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</thead>
<tbody>
<tr>
<td>Tiger Village I</td>
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<td>Shannon Hall</td>
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<tr>
<td>Floyd Hall</td>
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### SGSC Residential Housing fires Safety Systems

<table>
<thead>
<tr>
<th>Residential Facility</th>
<th>Fire Sprinkler System</th>
<th>Fire Alarm System</th>
<th>Smoke Detectors</th>
<th>Pull Stations</th>
<th>Fire Extinguishers</th>
<th>Evacuation Routes Posted</th>
<th>Fire Doors</th>
<th>Number of Fire Drills</th>
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<tbody>
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<td>26</td>
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<td>Floyd Hall (unoccupied)</td>
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<td>19</td>
<td>15</td>
<td>15</td>
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</table>
APPLIANCES
The Department of Residence Life has established the following policies regarding appliances in the Residence Halls.

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 cubic ft)
- Microwaves (up to 700-800 watts)
- Stereos and other audio equipment
- TVs and other visual equipment

Prohibited Appliances And Items
- Appliances with exposed heating elements (toasters, toaster ovens, fryers, broilers, hot plates, etc.)
- Appliances that are damaged (frayed cords, bent plugs, etc.)
- Electric skillets
- Fog machines
- Halogen lamps & lights/Spider lights
- Candles/Incense
- Liquid fuel
- Space heaters

EVACUATION PROCEDURES
When an emergency evacuation is ordered or when audio or visual alarms are activated, everyone is mandated to evacuate the premises immediately. Evacuation routes are posted in each residential 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 an excessive amount of time to exit the building are subject to disciplinary action. Evacuate the building using the nearest available 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.
- Keep walkways and stairwells free from obstruction at all times.

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 where the air will be less toxic.
- Ask bystanders to assist in watching windows, doorways, etc., for persons that may be 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 charge of the fire extinguisher toward the base of the flame 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 is sounded, evacuate all rooms though the nearest marked exit. Close all doors and windows to confine the fire and reduce oxygen. DO NOT LOCK DOORS.

- Walk single file on the right side of the hallway or stairwell. Alert others to do the same. 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 be closed at all times. Be sure that fire doors are closed upon exit.

- DO NOT RETURN FOR VALUABLES!

- Once outside, move to a clear area at least 1500 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles.

- Do not return to the affected area or evacuated building unless instructed to do so by the fire department. Stay clear of the emergency area.

**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 in color, 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 not available, stay near the floor, where the air will be less toxic.

- Tie a wet cloth over nose and mouth to aid breathing.

- Call 911 to advise them of your location. Shout at intervals to alert emergency crews of your location. DO NOT PANIC.

**ADDITIONAL NOTE**

Due to the fire hazards, hoverboards are prohibited on the SGSC Campus.
**IMPORTANT NUMBERS**

**DOUGLAS CAMPUS**

SGSC Police Department
- Emergency: 911
- Nonemergency: (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
- (912)260-4438

SGSC Facilities
- (912)260-4383

SGSC Title IX Coordinator
- (912)260-4301

**WAYCROSS CAMPUS**

Emergency During Business Hours
- Director of the Waycross Campus: (912)449-7576
- Student Services: (912)449-7600

After Hours Security
- (912)722-0227

Waycross Police Department (Off Campus Incidents)
- Emergency: 911
- Nonemergency: (912)287-2921

Waycross Fire Department
- Emergency: 911
- Nonemergency: (912)287-2937

Ware County Sheriff’s Department
- (912)287-4326

Mayo Health Systems
- (912)283-3030

Ware County Health Department
- (912)283-1875

SGSC Counseling Services
- (912)449-7593

SGSC Facilities
- (912)449-7531

SGSC Title IX Coordinator
- (912)260-4301

Ga. Poison Control
- 1-800-282-5846

Life Line
- 1-800-548-4221
Douglas Campus

South Georgia State College

Douglas Campus
Waycross Campus