SGSC

Clery Act Compliance Policy

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**South Georgia State College**

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| **Clery Compliance** |
| **DISSEMINATION:** | College-Wide |
| **APPROVED BY:** | Clery Compliance Committee, SGSC President’s Cabinet |
| **EFFECTIVE/ REVISION DATE** | Effective: 042121, Revision: 112122 |
| **POLICY POINT OF CONTACT** | Chief of Police  |

# **PURPOSE AND SCOPE**

South Georgia State College (SGSC) is committed to providing a safe and secure learning, living, and working environment. We are further dedicated to identifying conditions or circumstances that may pose risks to the safety and security of the Campus Community and preparing the College to respond effectively to emergencies. Safety on campus does not rest solely with the SGSC Police Department. It is a collaborative effort across campus.

The purpose of this policy is to ensure compliance with the Jeanne Clery Act, a federal law passed in 1990 by establishing College-wide standards for commitment to the safety and well-being of all members of the Campus Community; accordingly, each campus shall comply with the requirements of the Clery Act. This Policy affects the entire Campus Community and applies to all College personnel that have responsibility for campus safety and security and offices and individuals with “significant responsibility for student and campus activities.” As such, this law requires colleges and universities to collect and disclose information about crimes on or near campus and to share information about safety policies and procedures. [**Appendix B**](#_Appendix_A) contains definitions applicable to the Clery Act.

# **POLICY**

The Clery Act requires colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. This Act mandates reporting of specified crime statistics on and near the campus and to provide other safety and crime information to the campus community. Interpretation of the Clery Act is frequently refined by U.S. Department of Education guidance. This policy provides guidance to maximize the College’s efforts in complying with the Act.

This policy gives the President of the College the ability to grant power to the SGSC Clery Act Coordinator for Clery Act compliance and establishes guidelines, policies, procedures, and responsibilities for ensuring campus-wide conformity with the Clery Act. It establishes requirements and expectations regarding crime and fire reporting and disclosure ensuring that students, employees, and visitors have access to accurate information about crimes committed on and around the Campus. Information concerning the development, documentation, and enforcement of certain campus safety and security policies, procedures, and practices required by the Clery Act is encompassed. This policy describes roles and responsibilities related to compliance with statutory requirements regarding crime reporting, awareness, and prevention. Periodic internal audits to confirm compliance with this Policy and the Clery Act will be conducted. A partial list of Clery Compliance responsibilities by division can be found in [**Appendix C**](#_Appendix_B).

# **ANNUAL SECURITY AND FIRE SAFETY REPORT (ASFSR)**

Pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, the College publishes and disseminates an annual report on campus crime and fire statistics and related security policies and procedures before October 1 annually. The data includes statistics from the previous three calendar years for each of its locations.

The ASFSR is required to contain numerous policy statements concerning safety and security of the College. Although the Higher Education Act (HEA) (codified at 34 CFR, Part 668.49) is not part of the Clery Act, it requires institutions that have on-campus student housing comply with HEA fire safety requirements and instructs colleges and universities to include those provisions in the report.

Procedures

The SGSC Clery Compliance Committee reviews and shares information throughout the year to ensure the most recent processes, procedures, and policies are reflected in the current ASFSR prior to publication.

SGSC provides the ASFSR to all faculty, staff, and students by posting the report on the homepages of the Police Department, Human Resources, and Admissions webpages of the SGSC website. Additionally, the Campus Community is sent notice that includes a statement of the reports’ availability, the exact electronic address where the report can be found, a brief description of the reports’ contents, and a statement that the campus will provide a paper copy upon request. The College also notifies prospective students and employees of the availability of ASFSR via notices that include instructions on how to access the report and request a paper copy. The policy requirements and current statistics established by the Clery Act is conveyed in the SGSC [Annual Security and Fire Safety Report](https://www.sgsc.edu/departments/annual%20security%20report.cms)).

# **CLERY COMPLIANCE COMMITTEE**

The Clery Compliance Committee has the following responsibilities:

* Support the Clery Compliance Coordinator by ensuring that CSAs disclose crimes in a timely manner.
* Review updates to the law as well as pertinent correspondence published by the Department of Education.
* Assists in developing, writing, reviewing, and ensuring the accuracy of the ASFSR and campus policies required to be included in the ASFSR.
* Assists in the proper identification of relevant Clery Act geography.
* Assists in programming, developing, and providing training and outreach efforts campus-wide for compliance and assist in overall compliance with the Clery Act.
* Facilitates the creation of brochures, video training segments, and other materials to assist the Campus Community in understanding Clery, its requirements and reporting mandates.
* Meets at least biannually.
* Supports a culture of reporting to increase campus awareness and comply with the letter and spirit of the Clery Act.
* Reviews the SGSC Clery policies and procedures annually to ensure compliance.
* Submits quarterly reports to the Liaison to the Clery Compliance Coordinator. At a minimum, these reports outline the status of on-going Clery compliance activities, a list of future Clery compliance activities, and an explanation of any challenges faced since the last reporting period.

Those designated to serve as members of the Clery Compliance Committee and subcommittees can be found in [**Appendix D**](#_Appendix_C) of this document.

# **CAMPUS SECURITY AUTHORITIES**

A Campus Security Authority (CSA) is a Clery-specific term that encompasses certain departments, groups and individual employees, who by virtue of their responsibilities at the College and under the [Clery Act](https://dps.usc.edu/alerts/clery/), are designated to receive and report criminal incidents to the SGSC Police Department so that they may be included and published in the Annual Security and Fire Safety Report.

Because the CSA list is dynamic, names are not included in policy; however, [**Appendix E**](#_Appendix_D)contains details about CSA designations, responsibilities, and reporting requirements.

# **CLERY ACT CRIMES**

Clery Act crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Handbook. 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. The Clery Act crimes and their definitions can be found in [**Appendix F**](#_Appendix_E) of this policy.

# **TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS**

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 Chief of Police or designee or any member of the Executive Team, the event constitutes an ongoing or continuing threat to students and employees.

Normally, the SGSC Police Department will be the ones to confirm the existence of a credible threat with a call being received through the 911 System. Confirmation may occur from other local emergency responders or any first-hand knowledge (i.e. observation). The [Timely Warning/Emergency Notification Decision Matrix](file:///%5C%5Csgsc.edu%5CStorage%5CUserData%5Csonja.mcculloch%5CMy%20Documents%5C2016%20Sending%20Timely%20Warning%20and%20Emergency%20NOtifications.pdf) published by the USG Board of Regents Police Department will be utilized in decision making.

[**Appendix G**](#_Appendix_F)describes when and by what method timely warnings and emergency notifications will be disseminated.

# **PUBLIC PROPERTY CRIME STATS/ MUTUAL AID**

The SGSC Police Department has working relationships with surrounding state and local public safety entities. Georgia Law § 38-3-30 establishes provisions for [mutual aid](https://law.justia.com/codes/georgia/2014/title-36/provisions-applicable-to-counties-and-municipal-corporations/chapter-69/section-36-69-3/). Additionally, SGSC has written memorandums of understanding with many of those agencies. Local agencies have been asked to notify the SGSC Police Department on the appropriate campus when a Clery Crime occurs within the established Clery boundaries. Doing so allows for the dissemination of timely warnings and emergency notifications as required by the Clery Act.

# **FIRE LOG**

The Office of Residence and Housing maintains a fire log for public inspection. Any report to a College official of a fire occurring in on-campus student housing must be documented in the Daily Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location. Logs shall remain open and available upon request for sixty (60) days. Logs older than sixty (60) days shall be made available within two (2) business days of the request.

# **DAILY CRIME LOG**

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the SGSC Police Department. Information for the crime log includes the date and time the alleged crime occurred, the nature of the alleged crime, general location and a description, if available. Information must be entered into the crime log within two business days of the reporting.

The SGSC Police Department maintains, for public inspection, a Daily Crime Log of alleged criminal incidents that are reported to the Department. The Crime Log for the Douglas Campus can be found at the Police Department located in Tiger Village I and is updated by supervisory staff. The Crime Log for the Waycross Campus is in the Administration Building, Room 101 (the Police Department Office) and is maintained by the police officer.

The daily crime log is available for viewing, without cost during regular business hours. Because the log is available for public inspection, anyone may have access to the information including the media and those not associated with the college. Logs shall remain open and available upon request for sixty (60) days. Logs older than sixty (60) days shall be made available within two (2) business days of the request.

# **MISSING PERSONS (RESIDENTIAL STUDENTS)**

South Georgia State College recognizes the importance of safety for our on-campus living community. SGSC has established procedures for responding to reports of missing students, as required by the Higher Education Opportunity Act of 2008. The missing persons policy can be found in [**Appendix H**](#_Appendix_G)in its entirety.

# **TITLE IX**

SGSC does not discriminate based on sex or gender in any of its education or employment programs and activities and it does not tolerate discrimination or harassment based on sex or gender. The [USG Sexual Misconduct Policy](https://www.usg.edu/policymanual/section6/C2655/) prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and retaliation.

These forms of prohibited conduct are harmful to the well-being of our community and its members, the learning and working environment and relationships among our students, faculty, and staff. All forms of prohibited conduct are regarded as serious offenses and violations may result in discipline including potential separation from the College. Some forms of prohibited conduct may also violate state and federal laws and criminal prosecution may occur independently of any disciplinary action imposed by the College.

The College will comply with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination based on sex in SGSC programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the [Violence Against Women Reauthorization Act of 2013 (VAWA)](https://www.congress.gov/bill/113th-congress/senate-bill/47); [Title VII of the Civil Rights Act of 1964](https://www.eeoc.gov/statutes/title-vii-civil-rights-act-1964); and other applicable laws.

Title IX Application and Exclusion

All SGSC employees are mandatory reporters of potential Title IX violations. Employees must immediately report any information about suspected prohibited conduct or violations of the USG Title IX policy. Reports must include any known details such as identities of the parties and the date, time, and location of the incident. Employees and students are encouraged to report wrongdoing or unethical behavior to their supervisors or the appropriate department (Human Resources/Title IX) first.

Confidential Resources are excluded when working in a professional capacity and not learning of a situation in an administrative function or role.

More information concerning Title IX can be found on the [TITLE IX](https://www.sgsc.edu/current-students/title-ix.cms) potion of the SGSC website.

# **DEPARTMENT OF EDUCATION CRIME STATISTICS**

The College is required to submit the crime statistics from the Annual Security Report to the Department of Education (DOE) via a [Web-based survey](https://surveys.ope.ed.gov/campussafety/#/). It is the responsibility of the Clery Coordinator to enter the data prior to the deadline established by the Department of Education. The data is then posted on the DOE public website for use by higher education consumers.

# **DOCUMENT RETENTION**

SGSC’s Liaison to the Clery Compliance Coordinator creates, reviews, and maintains files that contain relevant compliance documents and records. Records to be kept include, but are not limited to

* copies of crime reports
* daily crime logs
* records of arrests and referrals for disciplinary action
* summary sheets for ensuring accurate crime stat reporting
* timely warning and emergency notification reports
* letters/emails to and from local police concerning Clery compliance
* correspondence to and from Campus Security Authorities
* correspondence with the U.S. Department of Education regarding Clery Act compliance
* copies of notices to about the availability of the Annual Security and Fire Safety Report
* CSA Acknowledgment of Training forms

Clery compliance records are retained for seven (7) calendar years as designated by the [USG Retention Schedule](https://www.usg.edu/records_management/schedules/). All materials are destroyed in the beginning of the eighth (8th) calendar year.

# **NONCOMPLIANCE**

College

The U.S. Department of Education conducts reviews to evaluate an institution's compliance with the Clery Act requirements. The financial penalties of noncompliance for colleges include the loss of title IV funding and significant fines for **each** Clery Act violation. Additional consequences include damage to the reputation of the College and additional enforcement scrutiny.

Employees

Noncompliance with this Policy is handled in on the supervisory level and may be submitted to Human Resources for compliance.

# **Appendix A**

#  References

**DOCUMENTS**

* The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [U.S. Code of Federal regulation 34 C.F.R. Part 668.46](https://www.ecfr.gov/cgi-bin/text-idx?SID=5439de8dd69ea5059f1ad41c1d9f982b&mc=true&node=pt34.3.668&rgn=div5#se34.3.668_146)
* [Electronic Code of Federal Regulations](https://www.ecfr.gov/cgi-bin/text-idx?SID=915c4528a072d83493a1ddd05151ce4f&mc=true&node=se34.3.668_146&rgn=div8)
* [Higher Education Act](https://www2.ed.gov/policy/highered/leg/hea08/index.html)
* [Violence Against Women Act of 1994 (VAWA)](https://www.federalregister.gov/documents/2014/10/20/2014-24284/violence-against-women-act)
* [The Handbook for Campus Safety and Security Reporting](https://www2.ed.gov/admins/lead/safety/handbook.pdf), (2016 Edition)
* [Clery Act Appendix](https://www2.ed.gov/admins/lead/safety/cleryappendixfinal.pdf), 2020
* [Violence Against Women Act](https://www.federalregister.gov/documents/2014/10/20/2014-24284/violence-against-women-act)
* SGSC’s [Annual Security and Fire Safety Report](https://www.sgsc.edu/departments/annual%20security%20report.cms) (ASFSR).

**FORMS**

* [CSA Reporting Form](https://sgsc.view.usg.edu/d2l/home)
* [SGSC Incident Report Form](https://cm.maxient.com/reportingform.php?SouthGeorgiaCollege)

# **Appendix B**

# Definitions

**Annual Security & Fire Safety Report (ASFSR)-** The Clery Act requires institutions of higher education participating in Title IV student financial assistance programs to annually publish a report containing Clery crime statistics and on-campus residence hall fire statistics for the preceding three calendar years for all Clery reportable geographical locations. Additionally, the report contains campus safety and fire safety policies and policy statements including (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence and stalking. SGSC combines the Annual Security Report and the Annual Fire Safety Report into one report that is published annually before October 1st or an alternate date designated by the US Department of Education.

**Campus Security Authority (CSA)-** Individuals who, because of their function, have an obligation under the Clery Act to notify the College of alleged Clery Crimes that are witnessed or reported to them. These individuals, by virtue of their position or due to official job duties, are required by federal law to report crime when it has been observed by or reported to them.

**Categories of Bias for Hate Crimes**

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

**Gender-** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.

**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 religious beliefs regarding the origin and purpose of the universe and the (non)existence 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, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Clery Act Crimes-** Crimes required by the Clery Act to be reported annually to the SGSC Community

**Clery Compliance Committee-** An interdisciplinary team of stakeholders who have authority to oversee SGSC’s compliance with the Clery Act and chaired by the Clery Compliance Coordinator liaison.

**Clery Compliance Coordinator –**An individual with the authority to act on behalf of SGSC responsible for Clery compliance in accordance with federal regulations.

**Clery Geography-** Property owned, leased, or controlled by the institution which includes:

**On Campus-** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that described in the first part of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). **Residential Facilities** are a subset of the On-Campus category.

**Non-Campus-** areas used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students but is not reasonably contiguous to the College.

**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.

**Daily Crime and Fire Log-** A log that records any alleged or confirmed criminal incidents reported to the SGSC Police Department that were reported to have occurred within the College Clery Geography. Additionally, any fire incidents reported to an SGSC Official which have occurred within Clery Geography are also logged. This log is maintained by the SGSC Police Department.

**Disciplinary Referral-** A disciplinary action of which a record is kept, and which may result in the imposition of a sanction. For Clery reporting purposes, statistics will be reported for liquor law, drug abuse and illegal weapons possessions violations.

**Emergency Notification-** Requirement to make emergency notifications of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus.

**Fire Log-** A record maintained by Residence Life and Housing of fires occurring in on-campus student housing.

**Timely Warning-** An alert to the campus community of Clery crimes reported to SGSC Police, campus security authorities or local police agencies and considered by SGSC to represent a serious or continuing threat to students and employees within the College Clery geography.

# **Appendix C**

Division Responsibilities

The list below is a **partial** list of responsibilities by division to ensure Clery Compliance.

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| --- | --- |
| **All Divisions** | * CSAs report all alleged or confirmed crimes immediately to SGSC PD for a Timely Warning and/or Emergency Notification consideration.
* Conduct bi-annual emergency alert exercises and tests the emergency alert system in conjunction with the exercise (by building).
* Conduct programming per the Clery Act guidance (e.g. Drug and Alcohol Education, Bystander Intervention, Sexual Assault Prevention and Reporting, etc.).
 |
| **Academic Affairs**  | * Provides curricular and co-curricular travel documentation to the Liaison to the Clery Coordinator for assessment of Clery Act Non-Campus property reporting obligations.
 |
| **Admissions**  | * Notifies and provides the on-line location of the ASFSR and a brief description of the report to prospective and current students.
* Provides a copy of the ASFSR upon request to prospective and current students.
 |
| **Athletics**  | * Provides necessary information and updates regarding policies, training, or related material that may affect Clery processes or the contents of the ASFSR.
* Provides travel documentation to the Liaison to the Clery Compliance Coordinator for assessment of Clery Act Non-Campus property reporting obligations.
* Provides student athlete misconduct data to the Liaison to the Clery Coordinator.
 |
| **Human Resources**  | * Notifies and provides to prospective employees the online location of the ASFSR and brief description about the report. Provides a paper copy of the ASFSR to potential employees upon request.
* Identifies all CSAs by job function. Maintains a current list which is shared with the Liaison to the Clery Compliance Coordinator each month.
* Ensures that employees classified as CSAs are trained in CSA duties and responsibilities during the onboarding process.
* Provides all employment conduct matters to the Liaison to the Clery Compliance Coordinator each month for reconciliation.
 |
| **Title IX Office**  | * Provides all Title IX case data to the Liaison to the Clery Compliance Coordinator monthly for reconciliation.
 |
| **Facilities** | * Creates and maintains all Clery geography lists with addresses and maps.
* Assists other divisions with bi-annual emergency alert exercises and testing of the emergency alert system in conjunction with the exercise.
 |
| **Student Life**  | * Provides all student conduct referral data to the SGSC Police Department and the Liaison to the Clery Compliance Coordinator each month.
* Provides the Liaison to the Clery Compliance Coordinator with a list of advisors of recognized groups, clubs and organizations; ensuring each of these advisors has completed Campus Security Authority training.
* Work with students to promote adherence to the [Student Code of Conduct](https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct) in minimizing behavior that is inconsistent with the values of the College.
 |
| **SGSC Police Department**  | * Updates the daily crime log.
* Assesses and documents all Clery crimes and for timely notification of information to the community.
* Assists other divisions with bi-annual emergency alert exercises and testing of the emergency alert system in conjunction with the exercise.
* Tests emergency alert system monthly (excluding the building paging system).
* Provides timely oral and written communication to the Liaison to the Clery Compliance Coordinator regarding Clery crimes or other information as required by this Policy.
* Provides necessary information and updates regarding policies or related material that may affect Clery processes or the contents of the ASFSR.
* Investigates all reports of missing students by notifying and cooperating with other divisions and law enforcement agencies, as necessary.
* Provides copies of the ASFSR to the public upon request.
 |
| **Clery Compliance Office /Clery Coordinator and Liaison to the Clery Coordinator** | * Collaborates with the SGSC Police Department, collecting and reporting crime statistics for Clery Crimes on Clery Geography as defined in the Clery Act.
* Collaborates with the SGSC police department, reviewing the statistics for accuracy prior to submission to the U.S. Department of Education.
* Coordinates with Facilities to ensure Clery Geography is current; annually review all Clery Geography in conjunction with the Clery Compliance Committee.
* Coordinates the distribution of this Policy and related campus procedures with appropriate campus offices.
* Chairs local Clery Act compliance committee.
* Serves as liaison with the U.S. Department of Education regarding Clery Act matters.
* Coordinates with Residence Life to ensure compliance/coordination of the ASFSR.
* Maintains, produces, and publishes the ASFSR.
* Distributes the ASFSR to current employees and enrolled students with a notice that includes a statement of the report’s availability, the exact electronic address at which the report is posted, a brief description of the contents, and a statement that the campus will provide a paper copy of the report upon request.
* Works with the admissions office and human resources to distribute the same to prospective employees, and prospective students.
* In conjunction with Human Resources, identifies Campus Security Authorities (CSAs) and notifying them of their designation and responsibilities as a CSA.
* Works with HR to ensure that CSAs are trained upon their initial appointment. Provides ongoing training to CSAs as appropriate.
* Requests, in writing, crime statistics from local law enforcement with jurisdiction over SGSC’s Clery Geography each quarter.
* Provides copies of the ASFSR to the public upon request.
* Coordinates with other campus units, such as the campus Title IX office, to ensure comprehensive response and prevention with respect to Clery crimes.
* Coordinating with appropriate campus units regarding emergency management items related to the Clery Act including a statement of policy regarding disclosure of emergency response and evacuation procedures, conducting and publicizing a Clery Act compliant Emergency Response & Evacuation Procedure Tests, and the maintaining appropriate documentation for each test. Documentation will include a description of the exercise, the date, time, and if it was announced or unannounced.
* Monitors compliance with the Clery Act through on-going self-assessment and periodic audits.
* Updates this policy in response to changes in regulatory guidance, contemporary standards, or evolving best practices.
* Establishes procedures for processing instances of short-stay away trips in order to identify and train CSAs who are included during the trip.
* Works with HR to identify and train all CSAs and maintains a current list of those formally designated.
* Develops and maintains infrastructure and procedures for CSA crime reporting.
* Maintains and publishes College security and safety policies and procedures.
* Submits required crime and fire statistics to the U.S. Department of Education.
 |

# **Appendix D**

Clery Compliance Committee

|  |
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| SGSC Clery Committee Representatives by Title |
| VP for Academic Affairs and Student Affairs\* | Student Engagement Coordinator |
| VP of Advancement, Govt. Relations and Athletics/ Title IX Coordinator | Police Department Reps (Chief of Police, Liaison to the Clery Coordinator, and Waycross Officer) \* |
| Assistant Director of Human Resources  | Emergency Management Director\* |
| Director of Facilities | Registrar |
| Dean of Students and Housing for Student Success\* | Director of the Waycross Campus  |
| Residence Life Specialist for Student Success | Associate VP for Student Success |

\*individuals with shared responsibilities

|  |
| --- |
| **Subcommittees** |
| **Name/Responsibility** | **Members** | **Meets** |
| **Clery Stats Subcommittee** the primary reviewers for crime and conduct statistics | * Liaison to the Clery Coordinator (chair)
* Police Department Representatives
* Dean of Students and Housing for Student Success
* VP of Advancement, Govt. Relations & Athletics
 | Quarterly or more often as necessary |
| **CSA Designation Subcommittee** | * Assistant Director of Human Resources (chair)
* Liaison to the Clery Coordinator
* Residence Life Specialist for Student Success
* Student Engagement Coordinator
 | Twice each semester(fall and spring) and once in summer |
| **Policy & Procedure Subcommittee** | * Chief of Police (chair)
* Dean of Students and Housing for Student Success
* VP of Advancement, Govt. Relations & Athletics
* Registrar
* Liaison to the Clery Coordinator
 | Annually |
| **Compliance Subcommittee** | * Associate VP for Student Success (chair)
* Vice President for Academic Affairs and Student Affairs
* Dean of Students and Housing for Student Success
* Director of the Waycross Campus
* Registrar
* Director of Facilities
* Waycross Campus Officer
 | As needed (Clery-April-June) |
| **Programming Subcommittee** | * Student Engagement Coordinator (chair)
* Liaison to the Clery Coordinator
* VP of Advancement, Govt. Relations and Athletics
* Assistant Human Resources Director
* Dean of Students and Housing for Student Success
* Residence Life Specialist for Student Success
* Police Department Representatives (Douglas and Waycross)
* Coordinator of Residence Life & Housing
* Associate VP for Student Success
* Student Activity Coordinator for the Waycross Campus
 | Twice each semester(fall and spring) and once in summer |

\*subcommittees may be created or inactive dependent up needs of the College

**Appendix E**

Campus Security Authorities

**Identification**

The Clery Act identifies certain employees as Campus Security Authorities (CSAs). Those employees have federally mandated responsibilities to report crimes that are reported them. The intent of including non‐law enforcement in the role of CSA is to acknowledge that some members of the campus community may hesitate to report crime to the police and may be more disposed to report incidents to other individuals on campus. Others may be classified as CSAs because of their role at the College and have specific crime reporting obligations under the law. These individuals typically fall under one of the following categories:

1. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings;
2. Members of a campus police/security department;
3. Individuals having responsibility for campus security in some capacity, but are not members of a campus police/security department; or
4. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.

SGSC encompasses, but is not limited to the following individuals and organizations that are Campus Security Authorities.

* Police Personnel
* Student Affairs Personnel
* Coordinator of Student Engagement
* Residence Life Specialist
* Resident Advisors
* Athletic Dean or Director
* Clery Compliance Committee
* Athletic Coaching Staff & Trainers
* Intramural Sports Coordinator
* Faculty Advisors to Student Groups
* Staff of Disciplinary Proceedings
* Title IX Coordinator
* Faculty in Residence
* Overnight Trip Coordinators

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

Exclusions

Under the Clery Act, employees who are Campus Security Authorities must report certain crimes to SGSC Police. Specific employees are excluded from reporting requirements because of job functions:

* any employee who is a licensed medical, clinical, or mental-health professional while acting in that professional role in the provision of services to a patient;
* any employee providing administrative, operational, and/or related support for such health care providers in their performance of such services; and
* College Chaplains while acting within a ministerial or pastoral role in the provision of services to a student, faculty or staff member.

Pastoral and professional counselors are encouraged to inform the persons they are counseling on procedures to report crimes on a voluntary, confidential basis for inclusion in crime statistics.

**Notifying & Training**

Employees will be notified of their CSA status by Human Resources during the onboarding process. During this process, the CSA will complete training requirements and sign an acknowledgement of training form maintained by the Liaison to the Clery Coordinator.

SGSC requires that all CSAs complete mandatory annual training on their responsibilities and reporting requirements under the Clery Act.  Supervisory personnel will be notified of CSAs who do not complete their training by the specified deadline. Annual and ongoing training will be tracked by the Liaison to the Clery Coordinator.

Emails, training and acknowledgements will be retained per the USG Retention Policy**.**

**Reporting**

Any victims or witnesses to a crime, including victims of a crime who elect not to make a formal complaint or do not wish to pursue action within the College or criminal justice system, are encouraged to report crimes on a voluntary, confidential basis to a SGSC Campus Security Authority. CSAs should explain that they are a federally mandated crime reporters and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the reporting party and/or victim if the reporting party would like to remain anonymous. The Campus Security Authority must report even if the information regarding the incident was shared with him or her confidentially. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report.

SGSC recognizes the sensitive nature of crimes, especially those that involve sexual and gender-based incidents. The College is required and committed to protecting the privacy of any individuals who report these incidents. We do not publish the name of crime victims or other identifiable information regarding victims in its Daily Crime Log, Timely Warnings or Emergency Notifications.

In certain circumstances, we may need to disclose information about a victim to a third party to provide necessary accommodations or protective measures. In these cases, the Title IX Coordinator and/or Chief of Police will determine what information about a victim should be disclosed and to whom it will disclosed. For example, should there be a need for a room change to ensure the wellbeing of a residential student, the Dean of Students and Housing for Student Success would be notified.

CSAs shall immediately, or as soon as possible, notify law enforcement of any report received concerning a Clery Act crime or incident (listed in the Clery Act Crime section of this policy). A Campus Security Authority must report the incident unless he or she (1) has good reason to doubt the validity of the information or (2) is reasonably certain that the incident has already been reported.  The CSA does not investigate crimes nor should they should attempt to decide if there is adequate evidence of a crime or whether the alleged incident occurred. It is the responsibility of the Police Department to further investigate any CSA report should there be adequate information. The Clery Stats Committee will make the final determination if the incident is a Clery reportable crime.

The Campus Security Authority should provide as much detail about the incident as possible to ensure appropriate response and accurate recording of the incident.  It is particularly important for the Police to know where the incident occurred (or is alleged to have occurred) and to have enough detail to classify the incident and to determine if a report has already been made.  Additionally, a CSA must note when the crime or incident occurred and when it was reported.

Any student or employee who reports an incident of sexual violence, domestic violence, dating violence, or stalking (whether the offense occurred on or off campus) shall receive a written explanation of Victim Resources from the CSA to whom the incident is reported, including counselors and other confidential resources. This information can be found in the Police Department portion of SGSC Website.

# **Appendix F**

Clery Act Crimes

**Criminal Homicide**:

* **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
* **Manslaughter by Negligence:** the killing of another person through gross negligence.

**Sexual Assault**: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sexual assault counted for Clery Act purposes.

* **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.
* **Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent.
* **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**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 person for the purpose of inflicting severe or aggravated bodily injury.

**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, or personal property of another, etc.

**Hate Crimes**: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim based on specified categories of bias. Hate crimes include the crimes listed as reportable Clery crimes along with the following:

* **Larceny/Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Includes pocket picking, purse snatching, shoplifting, theft from buildings, theft of 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.

**Violence Against Women Act (VAWA) Offenses:** Any incidents of sexual assault, domestic violence, dating violence and stalking

* **Dating Violence**: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
* **Domestic Violence**: a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
* **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

**Drugs, Alcohol and Weapons**

The College shall compile and disclose statistics for arrests and/or referrals for disciplinary action. If an individual is both arrested and referred for an offense, only the arrest will be disclosed.

# **Appendix G**

Timely Warning and Emergency Notifications

## Timely Warnings

Institutions are required to alert the Campus Community about certain crimes in a manner that is timely and will enable individuals to take precautions to protect themselves and to prevent similar crimes.

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.

When a determination has been made that a timely warning should be issued, the SGSC Police Department will confirm facts that indicate if a notification is necessary. Communications will be brief and will include some or all 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 special instructions or incident specific safety tips. Names of victims will be withheld as confidential.

Timely warnings are typically sent by the SGSC Police Department and are made through campus wide e-mails and text messages sent to students and employees enrolled in Blackboard Connect. Building television monitors may be utilized for sending timely warnings.

## Emergency Notifications

Once it is confirmed that a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of some or all members of the campus community exists or has the possibility of occurring on the campus, an emergency notification will be delivered without delay.

In those instances, the college will, considering the safety of the community, determine the content of the notification and activate the notification system. The notification to the campus community may contain only the information that is reasonably necessary to promote safety of the campus community, as dictated by the situation. To expedite message delivery, the Police Department has created pre-scripted messages in Blackboard Connect for a variety of emergency situations. Content may be tailored according to the circumstances of the situation.

The College may choose not to immediately issue a notification for a confirmed emergency or dangerous situation if doing so would compromise efforts to assist victims or to mitigate the emergency.

Any of the following may initiate Emergency Notification Messaging.

* President of the College
* Any member of the SGSC Executive Team
* Assistant Director of Marketing and Communications
* Dean of Students and Housing for Student Success
* Police Department Employees
* Building Coordinators

Communication methods will be employed based on several factors that will be evaluated for each incident, such as: the nature and extent of the threat, the technology available in that building or area, the time of day, and other related variables.

|  |
| --- |
| **Possible Methods of Delivery** |
| Blackboard-Connect: Email, Text and/or phone | Public Address System |
| Fire Alarm System | Electronic Signs |
| Telephone-Paging Systems | Radio and Television Stations |
| E-mail | SGSC Website |

Emergency Notifications and many Timely Warnings will generally be followed up by an “All Clear" message.

Testing

Members of the Police Department will conduct a test of the Blackboard Emergency Notification system monthly. At least annually, Building Coordinators will coordinate an exercise/drill which will be documented on the SGSC Drill Report. The type of notification is to be documented on the drill report.

# **Appendix H**

Missing Persons Policy for Residential Students

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 enrolled students who reside in on-campus housing.

**POLICY**

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

If a member of the college community has reason to believe that a residential student is missing, he or she should immediately notify the SGSC Police Department, the Residence Life Specialist, the Dean of Students and Housing for Student Success, and/or the Vice President of Academic Affairs and Student Affairs.

**EMERGENCY CONTACT/MISSING PERSONS CONTACT INFORMATION DESIGNATION**

1. Students age 18 and over or emancipated minors are given the opportunity during each semester 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. A designation will remain in effect until changed or revoked by the student. The missing persons contact information will remain with Residence Life and will be provided to SGSC Police personnel, the Residence Life and Housing Coordinator, the Dean of Students and Housing for Student Success, and the Vice President of Academic Affairs and Student Affairs as needed.
2. In the event a student under the age of 18 who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures.
3. This information will be registered confidentially and is accessible only to authorized campus officials and law enforcement personnel in furtherance of the investigation. The information may not otherwise be disclosed.

**OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS**

1. Any individual on campus who has information that a residential student may be a missing person must notify SGSC Police, the Dean of Students and Housing for Student Success, the Residence Life and Housing Coordinator, or the Vice President of Academic and Student Affairs immediately either in person or by phone. 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 Police Department and the Office of Residence Life and Housing.
2. SGSC Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (i.e. description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class and work schedule, information about the student's physical and mental well-being, photograph, etc.).
3. 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 if the student has been attending classes, labs, or academic meetings; or appearing for scheduled work shifts, etc.
4. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing person (i.e. witnessed abduction), the Police Department will contact the appropriate city, county or state law enforcement agencies to report the student as missing and request assistance in the search.  The individual will be entered into the GCIC database as a Missing Person. SGSC Police will cooperate, aid, and assist other agencies in all ways prescribed by law.
5. No later than 24 hours after determining that a residential student is missing, the Vice President of Academic Affairs and Student Affairs, the Dean of Students and Housing for Student Success, the Residence Life and Housing Coordinator, and/or the Chief of Police 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 18. Contact is contingent upon the correct missing persons/emergency contact information being made available by the student.
6. 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.

**WELL BEING VERIFICATION**

1. If located, verification of the student's state of health and intention of returning to the campus will be made. The student will be removed from the GCIC database and local agencies notified. When and where appropriate, a referral will be made to SGSC Counseling Services.
2. Notification of return to the missing persons contact.