GEORGIA SOUTHWESTERN STATE UNIVERSITY

Annual Security Report 2014
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Message from the Chief of Police

This Annual Report is designed to provide you with important information about safety and security on campus. Throughout this annual report you will observe that GEORGIA SOUTHWESTERN STATE UNIVERSITY (GSW) is an extremely safe campus due in part to combined efforts of students, faculty, staff, and visitors.

The Department of Public Safety and the Americus Police Department serves a population of approximately 3500 and 350 faculty and staff. Public Safety serves to protect life and safeguard property. It is our responsibility to provide law enforcement deterrence and response to violations of state law and applicable local ordinances. GSW Public Safety provides continuous patrols of the University community and campus to deter acts of crime and to detect and intervene when criminal activity occurs. This service is provided 24 hours daily, 7 days a week, 365 days a year.

This Annual Report includes statistics for the previous year concerning reported crimes that occurred on-campus; in certain off-campus building or property owned or controlled by Georgia Southwestern State University; and on public property within, or immediately adjacent to and accessible from, the campus. It also includes institutional policies concerning campus security, policies concerning sexual assault, and other important matters of the University. You can obtain a copy of this report by contacting Georgia Southwestern State University Department of Public Safety or by accessing the following website at: www.gsw.edu/Campus-Life/CampusLiving/PublicSafety/index and select the PDF file titled “GSW’s Annual Security Report 2014.”

If at any time you have questions or would like further information about safety and security at Georgia Southwestern State University, please feel free to contact our office at:

Phone: (229) 931-2245
Fax: (229) 931-2711

Mike Tracy
Chief of Police
Timely Warnings

In the event that a serious crime arises that in the judgment of the Chief of Police constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University emergency system to students, faculty and staff.

Timely Warnings are usually distributed for Uniformed Crime Reporting Program (UCR) incidents in conjunction with the National Incident Based Reporting System (NIBRS) classification system composed of: major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the GSW Department of Public Safety. For example, is an assault occurs between two students who have a disagreement, there may be no on-going threat to other GSW community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the GSW Department of Public Safety. The GSW Police Chief or his designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications, as deemed necessary.

Timely Warnings may be issued through the University emergency system to students, faculty and staff. The alerts are generally written by the Chief of Police or a designee and approved and distributed to the community by University Relations.

Depending on the particular circumstances of the crime, especially in all situations that could pose an ongoing or serious threat to the community and individuals, the Department of Public Safety may also post a notice on the campus-wide electronic bulletin board on the Georgia Southwestern State University website at: [www.gsw.edu](http://www.gsw.edu) providing the college community with more immediate notification. In such instances, a copy of the notice is posted at the front door of each residence hall.

A combination of some or all of these methods may be used to issue a timely warning notice. The chart below illustrates these modalities and how they can be issued in a time of emergency.
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<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
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<th>Primary Message Sender</th>
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<td>University Relations</td>
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<td>Emergency System (Mass Texts, Calls, &amp; Emails)</td>
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Anyone with information warranting a timely warning should report the circumstances to the GSW Department of Public Safety, by phone (229-931-2245) or in person at the Office of Public Safety in the Hershel Smith Building on the GSW campus.
Reporting the Annual Disclosure of Crime Statistics

Georgia Southwestern State University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Crime statistics are collected for crimes that occurred on-campus: in certain off-campus building or property owned or controlled by Georgia Southwestern State University; and on public property within, or immediately adjacent to and accessible from the campus.

Campus crime, arrests and referral statistics include those reported to the GSW Public Safety, designated campus officials (including but not limited to: directors, deans, department heads, staff, student affairs, advisors to student/student organizations, athletic coaches, residence life staff), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students and current employees that provide the website to access this report. Copies of the report may also be obtained at the GSW Public Safety or by calling 229-931-2245. All prospective students and employees may obtain a copy from Human Resources located in Sanford Hall or by calling 229-931-2000. A description of this report is located in the Student Handbook.
Reporting Criminal Offenses

To Report a Crime:

If a crime or an incident needs to be reported to the police dial 229-931-2245 if you are located on GSW campus. Remember to use a campus phone to dial (9) 911 for life threatening emergencies. In emergency situations off campus call 911.

Emergency call boxes located in parking lots, and other areas throughout the campus community are also available to contact campus police. Any suspicious activity or person seen in the parking lots should be reported. In addition, suspicious persons seen loitering around vehicles, inside buildings or around residential halls should be reported to the police department.

GSW Public Safety has mutual aid and working agreements with Sumter County Sheriff’s Office and the City of Americus Police Department. These mutual aid and working agreements do not specifically cover the investigation of any one particular type of criminal incident. Each department augments that other within their jurisdictions during mutual investigations, arrests, and prosecutions and works together for the resolution of any incident that may have occurred in one or multiple jurisdictions.

General Procedures

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety related incidents to the GSW Public Safety in a timely manner.

Crimes should be reported to the GSW Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Response to a Report

Dispatchers are available at the above respective telephone numbers 24 hours a day to answer your calls. In response to a call, GSW Public Safety will take the required action, either by dispatching an officer or asking the victim to report to GSW Department of Public Safety to file an incident report. All reported crimes will be investigated by the University and will become a matter of public record. All GSW Public Safety incident reports involving members of the campus community are forwarded to Student Affairs for review and referral to the SHBIRT (Behavior Response Team) for potential action as appropriate.

GSW Public Safety will investigate a report when it is deemed an appropriate response. Additional information obtained via the investigation will be also forwarded to the Office of Student Judicial Services. If assistance is required from local authorities, or the local fire department, GSW Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the GSW Public Safety, will offer the victim a wide variety of services including, but not limited to health care options, counseling, and victim assistance.
All members of the campus community are encouraged to accurately and promptly report all crimes and emergencies to the campus police or to any other law enforcement agency if they have been the victim of a crime. The department maintains a daily crime log which is available for review by the public during normal business hours. The annual crime log is available at the GSW Department of Public Safety and also online.
**Limited Voluntary Confidential Reporting**

**Crime Reporting**

The GSW Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to the GSW Public Safety at 229-931-2245. Because police reports are public records under state law, the GSW Department of Public Safety cannot hold reports of crime in confidence and therefore, does not have a procedure to allow voluntary confidential reporting of crimes. Members of the campus community can report crimes and complaints to the GSW Department of Public Safety 24 hours daily at the web link below. All complaints are addressed through the official investigative process. Professional and Pastoral Counselors do not notify persons they are counseling of voluntary confidential procedures for inclusion in the annual disclosure of crime statistics because there is no procedure for this.
Security/Access & Maintenance of Campus

Security and Access Policy

Academic and Administrative Buildings

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, invitees and members of the general public. During non-business hours, access to all College facilities is by key or swipe card, if issued, or by admittance via the GSW Public Safety. GSW Public Safety will admit only those with prior written approval to all facilities or those with an official verified purpose to be on premise with University identification (Canes Card). GSW Public Safety conduct routine security patrols of the academic and administrative buildings on campus.

Residence Halls

Residence halls are secured 24 hours a day and only residents, their authorized guests and other approved members of the campus community are permitted access to the buildings. Over extended breaks, the doors of all halls will be secured and routinely inspected by Residence Life Staff, Physical Plant, and GSW Public Safety. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Residential facilities have security measures provided by housing staff members and GSW Public Safety officers. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have security surveys conducted of them.

Maintenance of Campus Facilities

The University considers security in the maintenance of campus facilities in a manner that minimizes physical safety concerns. Malfunctioning locks or light outages are reported to Plant Operations in order to be promptly repaired. Additionally, throughout the year and at a minimum once a month an inspection is conducted of all University lighting and emergency call boxes.
### Campus Police Authority and Jurisdiction

Section 20-3-72 of the Official Code of Georgia Annotated expresses the authority of campus police to make arrests on College and Board of Regents property and on public and private property with 500 yards thereof. If minor offenses involving University rules and regulations are committed by University student, GSW Public Safety will also refer the individual to the disciplinary division of Student Affairs. Campus Police enforce all federal, state and local laws as well as institutional policy.

Major offenses such as rape, murder, aggravated assault, and robbery are worked in conjunction with the local police and sheriff’s office when necessary. Joint investigative efforts with investigators from GSW and the local authorities are deployed to solve these serious felony crimes. In addition, GSW uses state resources including the Georgia Bureau of Investigation (GBI). The prosecution of all criminal offenses are conducted in the appropriate courts of the local jurisdictions and are reviewed by the State Solicitor’s Office and if applicable the District Attorney’s Office.

Campus Police personnel work closely with local, state, and federal police agencies and have direct communication with all area law enforcement agencies radio rooms as well as the 911 Communications Center via telephone and radio.

By mutual agreement with state and federal agencies, The GSW Department of Public Safety maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer System as well as the criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal enforcement information.
Confidential Reporting (Counselors)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and not required to report crimes for inclusion into the annual disclosure of crime statistics. Because police reports are public records under state law, the GSW Department of Public Safety cannot hold reports of crime in confidence and therefore pastoral and professional counselors cannot inform persons their counseling of confidential reporting procedures.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.
Security Awareness Programs

During orientation, students are informed of services offered by the GSW Department of Public Safety. Handouts are provided and an overview is given by the Chief of Police or his designee. The presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention and Sexual Assault Safety Tips are provided on our website.

Periodically during the academic year, the GSW Public Safety, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance/date rape), theft, and common-sense safety tips. During the 2013-2014 academic year, there were six (6) offered to the GSW community.

A common theme of all awareness and crime prevention programs is encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the college community through security alerts posted at the entrance to residence halls, throughout the campus, electronic email and on our website located at: www.gsw.edu.
Crime Prevention Program

Crime Prevention Programs on personal safety and theft prevention are noted on the Georgia Southwestern State University website and are also sponsored by various campus organizations throughout the year. GSW Public Safety, Residence Life, Student Life, the Health Center and Student Affairs facilitate programs for students, faculty and staff. These programs are also extended to the local community based upon the input/survey conducted by the Continuing Education Center. GSW Public Safety also offers a Female Self Defense Instruction (RAD) with hands-on application with an overview focusing on awareness, prevention, risk reduction and avoidance.

Criminal Activity Off-Campus

Georgia Southwestern State University does not have any officially recognized student organizations with off-campus student housing.
Alcoholic Beverages

The possession, use, sale or distribution of alcohol on the University campus is governed by the GSW Alcohol Policy and Georgia State Law. GSW Public Safety enforces state and local ordinances pertaining to the illegal possession, use and sale of alcoholic beverages and underage drinking laws. GSW also condemns the inappropriate behavior resulting from alcoholic beverage abuse. Alcohol abuse is characterized by uncontrollable behavior which infringes upon the rights of others, potential danger to self or others, or use of alcohol outside the parameters of state and/or College policy.

- It is illegal for persons under 21 years of age to possess, consume or purchase alcoholic beverages.
- It is illegal for any person to furnish alcoholic beverages to persons less than 21 years of age.
- It is illegal to furnish, sell, or provide alcoholic beverages to a person who is in a state of noticeable intoxication.
- It is illegal to charge admission to events where alcohol is provided, unless a license for sale of alcoholic beverages has been obtained.
- It is illegal for persons under the age of 21 to misrepresent (fake I.D.) themselves for the purpose of obtaining an alcoholic beverage illegally.
- It is illegal in the City of Americus to carry an open container of an alcoholic beverage.

While the Americus Police Department has primary jurisdiction in areas off campus, GSW Public Safety officers can and do respond to student-related incidents that occur on campus and in close proximity to the campus.

Illegal Drugs

The GSW campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly by the GSW Public Safety Department. Violators are subject to College disciplinary action, criminal prosecution, fines and imprisonment.
Alcohol and Substance Abuse Information

Prevention Programs
The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. In compliance with the Drug Free Schools and Communities Act, GSW has drug and alcohol-abuse education programs available to the college community.

Student Health Services Provides: College Health Class

Office of Student Counseling Provides: Personal Counseling, referral to community AA, ACOA, Al-Non, NA groups, referral to community, local and state treatment centers, referral to family physician

Dean of Students Provides: Student Conduct Board

Local, State & Federal Legal Sanctions

Legal Sanctions – Laws Governing Alcohol

Penalties for Alcohol – Georgia
  A. Alcohol possession and selling violations
     1. Under 21 years of age
        a. Up to 6 months
        b. $300 fine
        c. Probation and/or Community Service
     2. Providing to Under 21
        a. Up to 12 months
        b. Up to $1000 fine
        c. Probation and/or Community Service
  B. Driving under the influence (DUI)
     1. One day to one year’s imprisonment
     2. $300 to $1000 fine
     3. Suspension of license for a minimum of six months and up to one year
     4. Perform 20 to 40 hours of community service
  C. Open-container – Americus
     1. $250-$500 fine

Penalties for Possession of Marijuana
  A. Possession of Marijuana – one ounce or less (misdemeanor)
     1. Imprisonment not to exceed 12 months
     2. Or fine not exceed $1000
     3. Or both
  B. Possession of Marijuana – more than one ounce (felony)
     1. Imprisonment for not less than one year nor more than 10 years
Sexual Assault Prevention and Response

The University educates the student community to promote the awareness of sexual assaults, date rape, and other forcible and non-forcible sex offenses through the use of the GSW Public Safety Website, pamphlets, handouts and the Student Handbook. Additionally, throughout the academic year the GSW Public Safety as well as other college departments and organizations, conduct programs to educate the campus community regarding sexual assault awareness. If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment.

Reporting to the Campus Police

This can be done immediately by following the procedures addressed on page 3 of this document. The reasons for reporting to GSW Public Safety are:

1) To take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety
2) To apprehend the assailant;
3) To seek justice for the wrong that has been done to you; and
4) To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a GSW Police officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview.

NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

Title IX Reporting

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution’s compliance with Title IX. Any individual who requires assistance from the Title IX Coordinator (students and non-students) should contact the GSW Director of Human Resources at (229) 931-2026. The Title IX Coordinator can also be reached by mail at 800 Georgia Southwestern State University Drive, Americus, Georgia 31709 or by e-mail at gena.wilson@gsw.edu.

The institution’s sexual harassment policy, including a description of the grievance procedures can be found in the Georgia Southwestern State University Student Handbook. The web link for the handbook is http://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index.
The University Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filling a police report with a police officer 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 and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the campus police Department, a Sumter County Sheriff’s Office or City of Americus Sexual Assault Investigator may also be notified. When requested, the university will assist the student in notifying local law enforcement agencies or notifying the campus police. The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and/or the Student Conduct Board.

**GSW Public Safety will assist the sexual assault victim regardless of the jurisdiction or when the assault occurred.**
Counseling and Support Services

The following assistance is provided for victims requiring services on or off campus for counseling, mental health, or other student services for victims of sex offenses.

On Campus

GSW Public Safety  (229) 931-2245
GSW Counseling Services  (229) 931-2708

Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Students should initiate requests for changes in their academic and/or living situations by contacting the Office of Student Affairs and asking to speak with the Vice President of Student Affairs.

Disciplinary Action

Students who have been sexually assaulted and decide to take part in the University’s adjudication process should contact Kina Davis, Administrative Assistant to the Vice President of Student Affairs and Chief Student Conduct Officer to review the procedures prior to filing a formal complaint. These procedures are outlined in Section V of the GSW Student Handbook at [http://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index](http://www.gsw.edu/Campus-Life/ResourcesInformation/StudentHandbook/index).

Both the complainant and the student accused of sexual harassment/assault are permitted to have an advisor present during the student conduct process. Both the complainant and the student accused of sexual harassment/assault will be informed in writing of the outcome of the University’s student conduct process. Bothe the complainant and the student accused of sexual harassment/assault may appeal may appeal the decision and/or the sanctions of the Student Conductor Officer, Student Conduct Board panel, and the Vice President of Student Affairs on specific relevant grounds as outlined in 2, b of “Appeal Procedures for Suspension/Expulsion” of the Code of Conduct.

A list of sanctions can be found under “Sanctions” in the Code of Conduct. Please note that this list of sanctions is not exhaustive and the University reserves the right to modify or enlarge the list at any time depending on the nature of the violation(s). The University will upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct are also detailed in the student Handbook.
Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 200 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies, (Georgia Bureau of Investigation) to provide GSW with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at GSW.

The Georgia Bureau of Investigation and area Sheriff’s Offices provides GSW with a Sex Offender Registry. The Registry is maintained at two locations: the Public Safety Office and the area Sheriff’s office. The website that provides this information is as follows: http://www.services.georgia.gov/gbi/gbisor/ControllerServlet.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.
Emergency Evacuation Procedures and Policies

The GSW Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the university conducts numerous emergency response exercises each year, to include table top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. These tests are announced OR unannounced. GSW Police Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the University’s Clery Act compliance efforts and is available on the GSW website (www.gsw.edu).

Evacuation Procedures

Evacuation of a building will occur when an alarm sounds and/or upon notification by a Public Safety Officer or a Building Coordinator. Persons being evacuated should assist disabled persons in exiting the building. Elevators are reserved for the disabled; however, in event of fire and/or earthquake, elevators should not be used. Once outside, evacuees should proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, hydrant areas, and walkways clear for emergency vehicles and authorized personnel. Individuals shall NOT return to an evacuated building unless told to do so by a College official with the authority to do so.

Fire:

When a building fire alarm sounds, Georgia Southwestern State University policy mandates that everyone must evacuate the building. The following steps should be observed:

- Close your door as you leave.
- If possible, know at least two escape routes from wherever you are.
- If smoke or flame is detected, and no alarm is sounding, alert others as you exit.
- During the evacuation, go to the nearest exit or exit stairwell.
- Do not use the elevator if there is one.
- If smoke is present, keep low to the floor.
- Once outside, move away from the area.

When Evacuation is NOT Possible:

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.
Sheltering In Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside?

Where am I safest inside? Outside?

Emergency Notifications – Immediate Threat

The GSW Alert Emergency Notification System may be used to communicate official information during an emergency or crisis situation that disrupts normal campus operation or threatens the immediate health or safety of the campus community. The GSW Police Department receives information from various offices/departments on campus, such as the Emergency Management Team. This system is used to notify the campus community upon confirmation of a dangerous situation or an emergency involving and immediate threat to the health or safety of students or staff on campus and when immediate action is required by the recipient.

If the GSW Public Safety Department confirms (with the assistance of key campus administrators, local first responder or National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GSW community, GSW PS will determine the content of the message and will use some or all of the systems described below to communicate the threat to the GSW community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.
To Register for E-Notification:

Members of the Larger Community:

The systems below are available to members of the larger community who are interested in receiving notification information regarding emergencies on campus.

Methods of communications with the campus community have been developed to ensure quick and accurate dissemination of information. Email and e-notification is the primary means of emergency notification at Georgia Southwestern State University during office hours. During an emergency/disaster, the email system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus or those on e-mail lists. In addition to email, other electronic methods of issuing notifications can be used, including notifications through the campus website. Public Safety is responsible for disseminating up to date information to area television, newspapers, and radio stations in an effort to notify the larger community of emergency events that have or may occur on campus. In addition, updates are posted for the community at large on the GSW main webpage. Additionally, a telephone tree notification is in place and can be activated at the direction of college official. In the event of a disabled telephone system, and as another means of communications, building occupants would be notified in person by the Building Coordinators in case of a daytime emergency, and at night by Public Safety Officers.

Media Communications

The Vice President for Institutional Advancement or his/her designee is responsible for any news media contacts to include: development and distribution of press releases, and to initiate news broadcasts in reference to suspension of College operations with the approval of the President. In addition, the Vice President for Institutional Advancement or his/her designee will assist in the development and/or distribution of information to faculty/staff.

Faculty, staff and/or students will direct all requests for information from the news media to the Vice President for Institutional Advancement or his/her designee. Staff and/or faculty are not authorized to communicate with the media without receiving prior approval from the Vice President for Institutional Advancement or the President, or their designees.

All methods of communication will be tested at least annually. A description of the exercise, whether announced or unannounced, will be documented and a file maintained in the Plant Operations Department.
Missing Student Notification Policy and Procedures

Policy Statement:

This policy contains the official notification procedures for Georgia Southwestern State University concerning missing students who live in College managed housing. This policy is a good faith effort to comply with the Higher Education Opportunity Act of 2008, Section 485. This policy is intended to promote the safety and wellbeing of residential students of Georgia Southwestern State University.

Missing Student Registration Policy:

Students will be informed each academic year that each student has the option to identify, via RAIN account, a person to be contacted by Campus Public Safety no later than 24 hours after the student is determined to be missing. This contact may not necessarily be the same as the emergency contact listed for the student. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

Missing Student Registration Procedure:

Each residential student will receive notice via their RAIN account that he/she must identify a person to be contacted by Campus Public Safety if the student is deemed to be missing. Each residential student may register such confidential contact information through his/her RAIN account. This process will be open at the time of completing the housing contract and may be changed at any time the student deems necessary.

Each student who files a confidential contact on his/her RAIN account is solely responsible for the accuracy of the contact phone number and for update of information should the information change.

Missing Student Policy & Procedure:

If a member of the University community (faculty, staff, or student) has reason to believe that a student who resides in University-managed housing is missing, he or she should immediately notify the Campus Public Safety at 229-931-2245. Campus Police will generate a missing person report and initiate an investigation.

Campus Police will investigate the missing person report and determine if the student is missing and has been missing for more than 24 hours. Circumstances may include:

- A student is out of contact after reasonable efforts have been made to reach the student, via phone, email, text, and visits to on-campus room.
- Conditions that may indicate an act of criminality is involved
- Conditions that may indicate physical safety is in danger
- Conditions become known that indicate medicine dependence may threaten health.
• Existence of physical/mental disability indicating the student’s physical safety could be in danger.

If the student is deemed missing for more than 24 hours, Campus Police will notify area law enforcement offices and the student’s confidential contact no later than 24 hours after the student is determined to be missing, regardless if the student is determined to be missing, regardless if the student is above the age of 18 or is an emancipated minor.
Definitions of Clery Reportable Crimes

Criminal Homicide:

- Murder and non-negligent manslaughter – the willful (non-negligent) killing of one human being by another.
- Negligent manslaughter – the killing of another person through gross negligence.

Forcible Sex Offenses:

- Forcible rape – the carnal knowledge of a person, forcibly and/or against that person’s will, where the victim is incapable of giving consent because his or her temporary or permanent mental or physical incapacity (or because of his/her youth.)
- Forcible Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual Assault with an Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against the person’s will, where the victim is incapable of giving his or her consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Forcible Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will, where the victim is incapable or giving consent because of his or her temporary or permanent mental or physical incapacity.

Non-Forcible Sex Offense:

- Incest – non-forcible sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by laws.
- Statutory Rape – non-forcible sexual intercourse with a person who is under the statutory age on consent.

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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.).

Burglary:
• The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor vehicle theft:

• The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson:

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

Other offenses:

• Liquor law violations – the violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

• Drug abuse violations – violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

• Weapon law violations – the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.
The Department of Public Safety at Georgia Southwestern State University maintains a close relationship with the area law enforcement agencies to ensure that it is notified of any crime report that is made directly to them.

The Department of Public Safety will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

### Criminal Offenses, GSW – Main Campus

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<th>Type of Offense</th>
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## Arrests and Disciplinary Actions, GSW – Main Campus

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### Hate Crimes, GSW – Main Campus

There were no reported hate crimes for the years 2011, 2012, or 2013 on the Main Campus of Georgia Southwestern State University.
Georgia Southwestern State University’s Annual Fire Safety Report is in a separate document. Feel free to come by the Public Safety Office to request a hard copy or go online to the following link for the report.

https://gsw.edu/Campus-Life/CampusLiving/PublicSafety/CrimeStatistics/index