



2022 Annual Security and Fire Safety Report

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A Message from Albany State University President Marion Fedrick:

Greetings,

At Albany State University, we are committed to ensuring that our campus community remains a safe environment for all. Our dedicated campus police officers routinely take proactive safety measures to enhance every person's overall experience at our beloved institution. Doing so ensures that our students have the freedom to focus more on academic achievement and personal and professional development.

We are thankful for our long-standing partnerships with local and state police agencies that help to preserve safety and security on our campuses. Those partnerships, along with advanced technological equipment and ongoing crisis management training, strengthen the institution's commitment to public safety. We look forward to a productive and safe academic year.



Sincerely,

A handwritten signature in black ink that reads "Marion Fedrick". The signature is written in a cursive, flowing style.

Marion Fedrick, President

A Message from Chief of Police, Anita Allen

Dear university community,

On behalf of the members of the Albany State University Campus Police Department, I want to thank you for your interest in our Annual Security and Fire Safety Report. We publish this report to provide valuable information to the campus community. We also publish the report to comply with the important provisions of the Clery Act. It is the responsibility of everyone at Albany State University to comply with the Clery Act. We encourage you to review the information made



available to you in this brochure. You will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join President, Dr. Marion Fedrick in her commitment to fostering a secure and supportive environment at Albany State University. We are proud to be an integral part of Albany State University's tradition of excellence. Campus safety and security is a collaborative effort at Albany State University. We partner with the many departments at the university that have a critical role in fostering campus safety, including the Division of Student Affairs and Enrollment Management, Plant Operations, Environmental Health & Safety, Title IX, and other university offices. We also maintain a cooperative relationship with local law enforcement agencies such as The Dougherty County Sheriff's Office, Albany Police Department, District Attorney's Office, and other state colleges/university law enforcement agencies. It has always been our goal to provide the highest quality of public safety services to the university community and we are honored to collaborate with the entire Albany State University community. The men and women of the Albany State University Campus Police Department are committed to making the Albany State University campuses a safe place in which to live, work, and study.

Regards,

Anita Allen
Chief of Police

Albany State University Return to Campus Plan:



Albany State University does not have a mask mandate on campus; however, everyone is encouraged to wear a mask or face covering while inside campus facilities. We will continue to work closely with the Georgia Department of Public Health to prioritize the health and safety of our campus communities. Student Health Services, Georgia Department of Public Health, Dougherty County Health Department, and the Centers for Disease Control and Prevention developed, implemented, and provided surveillance of Albany State University Fall 2021 Return to Campus Clinical Guidelines.

In the best interest of the health and safety of our community, it is imperative that all faculty, staff, and students self-monitor to ensure that they do not have signs or symptoms of COVID-19 prior to coming to campus each day. Students, faculty, and staff are encouraged to use RAM Check to check for COVID-19 symptoms before coming to Albany State University Campus. Thank you for continuing to follow the health and safety guidelines. We are committed to maintaining a safe working and learning environment.

Please review the Albany State University Return to Campus Guidelines *here*.

Please review the Albany State University Symptom Checker RAMCHECK *here*.

Please review the Albany State University COVID-19 Campus Updates *here*.

Please review the Albany State University COVID-19 Statistics *here*.

Please review the Albany State University Covid-19 Testing Information *here*.

Albany State University Albany Campuses:



Albany State University
East Campus is located at 504 College
Drive Albany GA, 31705
229-500-2000
East Campus map is located *here*.



Albany State University
West Campus is located at 2400
Gillionville Road Albany, GA 31707
229-500-2000
West Campus map is located *here*.

"...Albany State University, a historically black institution in Southwest Georgia, has been a catalyst for change in the region from its inception as the Albany Bible and Manual Training Institute to its designation as a university. Founded in 1903 to educate African American youths, the University proudly continues to fulfill its historic mission while also serving the educational needs of an increasingly diverse student population...."

Albany State University academic program listing can be found *here*.
Albany State University enrollment information can be found *here*.
Immigration and Visa assistance can be obtained by contacting
Lenita A. Swan West Campus Ram Central 229-500-2946
Lakesia N. Barge West Campus Ram Central 229-500-2970

Enjoy a *virtual tour* of Albany State University.

Albany State University Cordele Campus:

Message from Traci Griffen
Albany State University Cordele Campus

As the Executive Director of the Albany State University Cordele Campus, I am honored to serve our students in Cordele and the surrounding counties. I look forward to engaging and educating the Cordele-Crisp community, as well as neighboring communities, about the programs and academic disciplines offered here at ASU. To prospective students, ASU offers many programs and services to help you achieve your academic goals and I look forward to working with each of



you to help you explore different ways to stand out in class and shape the future you desire. Students attending the Albany State University Cordele Campus will find a supportive and helpful faculty and staff. Albany State University offers a variety of daytime college classes preparing students for an Associate of Arts degree, an Associate of Science degree, or a variety of certifications. Our professional team is available to assist students every step of the way through the application and registration processes. We also assist with developing an academic plan, selecting appropriate courses that align with academic interests and career aspirations.



The Albany State University Cordele Campus is located at 134 11th Avenue West. Cordele, Ga 31015
ASU Cordele Telephone: 229-500-3409
Driving Directions are located *here*.
Our Interactive Map is located *here*.
Cordele Police Department information is located *here*.
Cordele Police Department Telephone: 229-276-2921

The Cordele campus is patrolled by Dynamic Security Monday-Friday from 8 am-5pm. If any issues arise after hours please notify the Cordele Police Department.

Albany State University Police Department:

Authority and Jurisdiction:

The Albany State University Police Department is authorized by Georgia law O.C.G.A. §20-3-72 to make arrests for crimes committed upon *any* property under the jurisdiction of the Board of Regents of the University System of Georgia and for offenses committed upon any public or private property within 500 yards of any property under the jurisdiction of the Board of Regents within the State of Georgia. ASUPD officers are the first responders to all campus emergencies. ASU PD maintains a Memorandum of Understanding with local agencies to ensure the safety of our campus. In addition to local law enforcement agencies, the department is associated with several professional associations: the American Jail Association, Georgia Sheriffs' Association, Albany/Dougherty Crime Stoppers, HBCU Chiefs' Association, and Georgia Chiefs' Association.



Officer Training: Members of the Albany State University Police Department hail from diverse backgrounds. Many of our officers have previous law enforcement and military experience. Our ranks are filled with college graduates holding academic degrees in areas of Criminal Justice, Public Administration, Management, Psychology, or are currently pursuing education from an accredited university.

ASU Police Department ensures our officers receive specialized training beyond the state mandated 2020 hour requirements. These trainings include: Crisis Intervention Training, Community Policing Techniques, Crime Prevention, Active Shooter Preparedness, Firearms Training, Speed Detection Device, First Aid and CPR, Drug Testing Methods, as well as Emergency Management, FEMA and GEMA Training Certifications.

Albany State University Police Department is comprised of Police Officers, commissioned under the scope of Georgia Law and Georgia Peace Officer Standards and Training Council (P.O.S.T), Communications Officers, Security Officers, Housing Resource Personnel, Office Manager, along with work study students and student assistants.

Albany State University Police Department's Partnerships with Local, State, and Federal Law Enforcement Agencies:

The Albany State University Police Department works closely with local, state, and federal law enforcement agencies such as: The Albany Police Department, The Dougherty County Sheriff's Department, Dougherty County Police Department, The District Attorney's Office, The Federal Bureau of Investigations, The United States Secret Service, The Georgia Bureau of Investigations, The Georgia State Patrol, Albany Technical College Police Department, and Dougherty County School System Police Department. This includes NIMS guidelines, to include intra-operative radio communications. These partnerships ensure that Albany State University is prepared in case of crisis or need for additional assistance.



Off Campus Events and Locations:

Each year, crime statistics for non-campus properties associated with Albany State University and its student organizations, as well as public property adjacent to the campuses, are requested from Albany Police Department and other local enforcement agencies. When statistics are provided, they are included in the crime statistics disclosed in the Annual Security and Fire Safety Report.

In the event that Albany State University Police Department is notified of an incident involving students and/or recognized student organizations, on or off campus, ASU PD will coordinate with appropriate external law enforcement agencies, and notify the Office of Student Ethics and Integrity. Albany State University requires all recognized student organizations to abide by federal, state, and local laws, and university regulations.

The Albany State University Student Code of Conduct Policy is located *here*.

Reporting Crimes and Other Emergencies to Albany State University Police Department:

We encourage the campus community to report all crimes or suspicious activities that occur on the Albany State University campuses to the Albany State University (ASU) Police Department. Our Command Center is staffed with communications officers who are available 24 hours a day 7 days a week for emergency and informational purposes. All reported crimes are documented and included on the daily crime log maintained by the ASU Police Department, in compliance with the Clery Act. The daily crime log is located *here*.

The Albany State University Police telephone number is (229) 430-4711.

The ASU PD East Campus is located inside *James C Reese Building*.

The ASU PD West Campus is located inside *A Building*.

If an assault or sexual assault occurs:

- ✓ Report it to ASU Police immediately
- ✓ Please *do not disturb* the scene by clearing or removing any evidence as this could be detrimental to the case.

We encourage the campus community to report crimes promptly in support of crime prevention efforts. If you are the victim of a crime (or want to report a crime but do not want to pursue action with the institution or criminal justice system, we ask that you consider filing a voluntary confidential report. *Confidential Reporting* allows Albany State University to remain in compliance with the Clery Act, while maintaining your anonymity. *Confidential Reporting* allows the Albany State University Police Department to gather information and compile accurate reports on the number and types of incidents occurring on campus. These statistics are disclosed in the Annual Security and Fire Safety Report. The Annual Security and Fire Safety Report for 2020 can be found *here*.

Supportive Measures: These services are made available to the complainant and respondent before or after the filing of a complaint or where no complaint has been filed. Albany State University will provide written notification to victims about options available for protective measures and how to request changes to academic, living, transportation, and/or working situations. Albany State University will make accommodations or provide protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. If you are interested in reporting a crime anonymously, you can also utilize the Albany State University Police Department's *Crime Rammers Anonymous Tip Line*" at (229) 430- 7963. We can ensure that your information will remain confidential within the ASU PD's Investigation's Department.

Albany State University Emergency Phones:

Emergency Phones: At Albany State University, we take great pride in our campus and our community. We value our students, faculty, and staff. Your safety is our top priority. Albany State University has taken progressive measures to create and maintain a safe environment on campus. We have emergency phones located around the academic buildings and residential halls on both campuses. There are 11 emergency phones on East Campus and 10 emergency phones on West Campus. Each phone is linked to the Albany State University Police Department Command Center.

When reporting crimes or suspicious activities to ASU Police, be sure to have the following information:

- ❖ Nature of the incident.
- ❖ Name of person involved in the incident.
- ❖ Location of the incident.
- ❖ Your name and number for police records.
- ❖ Description of involved parties.
- ❖ Any noticeable injury.
- ❖ Any noticeable weapons
- ❖ Any other important information



RAM WATCH: The Campus Watch Program: Looking Out For Each Other. More information can be found *here*.

Emergency Notification Procedures:

The Albany State University emergency notification procedures are based on continued compliance with the Clery Act and our desire to ensure the Albany State University campus community is informed about any dangerous situations that may have a serious impact on students, faculty, and staff. In the event that a situation arises, either on or off campus, that, in the judgment of the Albany State University Chief of Police or his/her designee, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

Timely Warnings: The Clery Act requires Albany State University to alert the campus community to certain crimes in a manner that is timely, will aid in the prevention of similar crimes, and will enable those in the ASU campus community to protect themselves from harm. In the event that

- ❖ A Clery Clery crime is reported
- ❖ Within the Clery Geography
- ❖ That poses a serious or ongoing threat to the campus community

Then, a campus-wide *Timely Warning* will be issued by the communications officer on duty, as soon as the pertinent information is available. Timely Warnings are meant to reach the entire campus community and are sent via the Blackboard Connect 5 mass notification system.

In the event that a situation arises, that, in the judgment of the Albany State University Chief of Police or his/her designee, constitutes a significant emergency or dangerous situation, a campus-wide *Emergency Notification* will be issued.

Emergency Notifications: The Clery Act requires Albany State University to alert the campus community upon confirmation of a significant emergency or a dangerous situation involving an immediate threat to the health or safety of students or employees on campus by issuing an "Emergency Notification." This notification is sent by the communications officer on duty. The methods of communication used include Blackboard Connect 5 and the university email system. The institution will also post updates during a critical incident on their homepage located *here*.

To receive Albany State University Connect 5 Timely Warnings and Emergency Notifications update your information *here*.



The Albany State University Weather Camera is located *here*.

Albany State University Policies:

A policy is a governing principle that establishes a standard for action. Our policies enhance Albany State University's mission statement reduce risks and promote operational efficiency and compliance with any applicable laws and regulations. A policy may direct functions in a specific operating unit and/or have institution-wide application. Below you will find links to several Albany State University Policies.

- ❖ **Non-Discrimination and Anti-Harassment:** Albany State University adheres to the Board of Regents policy prohibiting unlawful discrimination, harassment, and retaliation based on any characteristic protected by law. The policy is *here*.
- ❖ **Political Interference:** Albany State University is unalterably opposed to political interference or domination of any kind or character in the affairs of the University. The policy is *here*.
- ❖ **Family Education Rights and Privacy Act Policy:** The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Under FERPA, the University may identify certain student information that may be released to a third party without a student's consent unless the student restricts disclosure of such information. The policy is *here*.
- ❖ **Disruptive Behavior:** Any student or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in academic dismissal or termination of employment. The policy is *here*.
- ❖ **Parental Notification Policy:** The Office of Student Support and Student Conduct will notify parents or legal guardians of students under the age of twenty-one who are found responsible for violating the alcohol and/or drug policy. The policy is *here*.
- ❖ **House Bill 280 Campus Carry Policy:** The purpose of this policy is to aid all members of the ASU Community in understanding and abiding by State of Georgia House Bill 280. The policy is *here*.
- ❖ **Hazing Policy:** ASU seeks to foster a safe and healthy environment built on mutual respect and trust. Hazing is a serious violation of these principles. The policy is *here*. To report an incident of hazing call ASU PD at 229-430-4711 or report on-line *here*.

University Disciplinary Sanctions for employees include the possibility of dismissal from the University and receiving a felony or misdemeanor drug or alcohol conviction. An employee must notify his or her supervisor of any criminal drug conviction for violation occurring in the University workplace no more than five days after such conviction. An employee may also be required to participate in a drug abuse or drug rehabilitation program. All alcohol crimes are subject to be investigated and prosecuted by the Albany State University Police in occurrence with Georgia Law.

Protection of Non-Student Minors Policy:

Albany State University and USG institutions offer a variety of athletic camps, science camps, clinics, after-school programs, enrichment classes and activities which bring non-student minors onto campus; these activities are more abundant during the summer when school is not in session. The programs and activities offered by Albany State University are of great educational value and serve to benefit both the institution and the community by providing Albany State University with an opportunity to challenge, educate, and mentor young people and introduce them to the campus in a positive and meaningful way. The safety and well-being of the visitors to our campus is of the highest concern. Albany State University is committed to best practices that will provide a safe and healthy environment for all who participate, volunteer or work in these activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor participants must be appropriately screened and trained.

- ❖ Read the ASU *Protection of Non-student Minors on Campus Policy*.
- ❖ Complete the ASU *Protection of Non-student Minors Youth Protection Training*.
- ❖ Complete The Mandated Reporters: Critical Links in Protecting Children in Georgia course. The course is made available for free by the University System of Georgia through Foundry *here*.
- ❖ Submit a State of Georgia Background Release Form. It is located *here*.
- ❖ Upon completion of the required training components, Authorized Adults or Program Staff are required to provide the Mandated Reporters Certificate of Completion to the ASU Program Sponsor each calendar year. It is suggested that they also retain a copy for their personal records.

Any Authorized Adult or person deemed a mandatory reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred shall *immediately* report the suspected abuse to the Albany State University Police Department 229-430-4711 and to the appropriate supervisor or Program Administrator who is able to take immediate action. The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

Sex offender Registry:

Registered Sex offenders are required under State law to provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides. Find more information about O.C.G.A. § 42-1-12 *here*.

The State of Georgia Sex Offender Registry is located *here*.

The National Sex Offender Registry is located *here*.

Missing Person Policy:

Albany State University is committed to creating and preserving a safe and secure environment for our campus community. The Missing Person Policy contains the official notification procedures of Albany State University concerning missing students who reside on or off campus and/or participants in an ASU sponsored activity, in accordance with the requirements of the Higher Education Opportunity Act of 2008. This policy should be adhered to by all members of the campus community, faculty, staff, and students. The report of a missing person is a serious matter. If you have reason to believe that a person is missing from Albany State University Campus, notify ASU Police at 229-430-4711. Regardless of whether a person is a minor or emancipated, the same procedures are followed. There is no waiting period for reporting a missing person. Particular care will be exercised in instances involving those who may be mentally or physically impaired or others who are insufficiently prepared to care for themselves. After receiving notification, Albany State University Police Department will begin an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, ASU PD will notify other law enforcement agencies as well as the student's emergency contact within 24 hours from the time the student was determined to be missing. In addition to notifying local police agencies, certain university officials who are deemed Campus Security Authorities by may be notified when a student is believed to be missing. If it is determined that a resident student or a person residing in one of ASU's residential facilities has been missing for 24 hours, the Chief of Police or his/her designee will, notify the missing person's designated contact that the individual is missing. If the missing person is under the age of 18 and is not emancipated, the Chief of Police or his/her designee will also notify the student's parent or legal guardian. If it is determined that a non-resident student or a person who does not reside in on-campus housing has been missing for 24 hours, ASU PD will notify the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. If it is determined that a student is reported missing while participating in an ASU sponsored/sanctioned event including, but not limited to, global sites or sponsored travel, reporting individuals should contact the ASU PD as well as the police department having jurisdiction over the student's last known location.

All students have the option to designate an emergency contact who will be notified by ASUPD if the student has been missing for 24 hours. Albany State University Banner is located *here*.

Freedom of Expression Policy:

The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance. Albany State University is committed to protecting those rights. As a public institution of higher education, Albany State University promotes open ideas and academic freedom on our campuses. Albany State University maintains and enforces reasonable time, place, and manner restrictions narrowly tailored to serve a significant institutional interest. To accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, ASU has designated the following areas on campus as “Public Forum Areas”:

- ❖ East Campus (Pedestrian Mall and the Student Center Amphitheater)
- ❖ West Campus (The brick paved area in front of the Student Center)
- ❖ Cordele Center (The far right section of the parking lot adjacent to the railroad tracks)

Albany State University has free expression policies and procedures located in the student handbook. These policies are located on-line, *here*. For more information about Rams in Action click the photo link below.



Sexual Misconduct Policy:

Albany State University is committed to the safety of our campus community. The institution expressly prohibits sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking consistent with the requirements of Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and University System of Georgia policy. ASU provides ongoing awareness and prevention training that promotes positive and healthy behaviors while educating the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.



When Sexual Misconduct does occur, all members of the ASU community are strongly encouraged to report it promptly through the procedures outlined in the sexual misconduct policy. The purpose of the policy is to ensure uniformity throughout ASU in reporting and addressing sexual misconduct. It applies to *all* members of the ASU community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

Albany State University's Sexual Misconduct Policy is found *here*.

Albany State University's Sexual Misconduct Incident Report Form is found *here*.

Albany State University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Frequently asked Title IX questions are answered *here*.

Crisis Response Policy:

Albany State University Counseling Services have several counseling resources available for anyone experiencing academic difficulties, anxiety, depression, family and relationship issues, emotional, identity issues, physical, and/or sexual abuse, stress, substance use/abuse, or any other concerns. The options include individual, couple, family, and group therapy. Counseling Services are available to currently enrolled students and are provided by licensed, professional counselors. All services are free and confidential. If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call Albany State University Police Department at 229-430-4711 or call 911.

Albany State University has extended its efforts on emergency preparedness and prevention with the establishment of the RAM ROC Behavior Threat Management Team. The objective of the team is to implement a structured process for evaluating potentially threatening situations that occur at Albany State University; and extend our efforts on emergency preparedness and prevention. The multidisciplinary team is comprised of members from around the Albany State University campus community, including the Chief of Police, Counseling Services, Student Health Services, and the VP of Student Affairs and Success. More information on the RAM ROC can be found *here*.

ASU Mental Health & Wellness Resources
24/7/365 Support Line: [833.855.0083](tel:833.855.0083) Website: www.asuwellnesshub.com

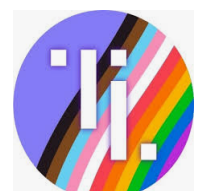
<p>24/7/365 Support Line</p> <ul style="list-style-type: none">• FREE, unlimited, in-the-moment support from licensed mental health professionals in U.S. or abroad.• Connect by phone, video, chat, or in person.	<p>Wellness Hub & App</p> <ul style="list-style-type: none">• Wellness articles, videos, and self-help tools.• Read and rate articles for chance to win \$50 Amazon gift card.	<p>Care Navigators</p> <ul style="list-style-type: none">• Get assistance with referrals to campus and community support services.• Get connected to academic, financial, food, and housing resources.	<p>Headspace</p> <ul style="list-style-type: none">• FREE access to the Headspace mindfulness and meditation app.• Manage stress, worry less, improve sleep and focus.
<p>Virtual Psychiatric Office</p> <ul style="list-style-type: none">• FREE virtual psychiatric consultation and evaluation.• Psychiatric medication management support.	<p>SilverCloud iCBT</p> <ul style="list-style-type: none">• Self-directed online training program.• Build skills to cope with anxiety, depression, sleep, stress, worry, and substance abuse.	<p>Togetherall</p> <ul style="list-style-type: none">• FREE, safe, online peer-to-peer platform to improve mental health and wellbeing.• Share thoughts and feelings with peers anonymously.	<p>Albany State University COUNSELING AND STUDENT ACCESSIBILITY SERVICES</p>

Crisis Response Resources:

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call Albany State University Police Department at 229-430-4711 or call 911. Crisis situations include:

- ❖ Stated intention to commit suicide or inflict serious harm to self.
- ❖ Stated intention or obvious behavior indicating an imminent threat to others.

For more information on accessing crisis resources, click the picture links below.



Smoking and Tobacco Policy:



In accordance with the Georgia Smoke Free Air Act of 2005, the use of all forms of Tobacco Products on USG Properties is expressly prohibited. Further, the advertising, sale, or free sampling of tobacco products on USG Properties is prohibited unless specifically stated for research purposes. Albany State University and the University System of Georgia are committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting USG campuses. This no smoking policy applies to all persons who enter USG Properties. Violation of this policy may result in corrective action under student conduct or human resource policies. Visitors refusing to comply may be asked to leave campus. All events hosted by a USG entity and by outside groups on behalf of the USG shall be tobacco-free.

Talk to a smoking cessation counselor Call 1-800-QUIT-NOW (1-800-784-8669) For tips on quitting tobacco and smoking click the picture links below:



BeTobaccoFree.gov



Albany State University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking/using tobacco are to be reminded in a professional and courteous manner of this policy.

House Bill 280:

House Bill 280, commonly known as the “Campus Carry” legislation, is effective as of July 1, 2017. Following are guidelines developed by the Office of Legal Affairs for the implementation of House Bill 280 which must be followed on all University System campuses on and after that date. The purpose of this policy is to maintain a safe and orderly environment while honoring the rights of individuals to lawfully possess weapons, within designated areas as articulated herein, on campus. This policy applies to every employee, student, guest, and visitor while in any building or on any real property owned or leased by ASU unless excluded by state law. The possession, transportation, and use of weapons on campus is prohibited except as otherwise stated in this policy or as otherwise provided by Georgia law. Concealed handguns may be possessed on campus but only in accordance with Georgia law. In accordance with state law, it is the right of a licensee to carry a concealed handgun while on the property leased or owned by ASU in the State of Georgia. This policy will not allow any other type of gun to be carried on campus property not owned or leased by a ASU with exception as indicated by state law. Georgia law regarding the possession of concealed handguns on campus including places where concealed handguns may not be possessed can be found *here*. The University System of Georgia Guidelines for the Implementation of House Bill 280 is located *here*.

- ❖ ASU will not attempt to interfere with the ability of license-holders to lawfully carry concealed handguns on campus. However, ASU Police will investigate and enforce policy with regards to any party that is suspected of or is in violation of possessing, using or transporting dangerous weapons as it relates to this policy, university/USG policies and/or state law.
- ❖ Only law enforcement personnel will be responsible for enforcement.
- ❖ Violation of this policy may result in criminal penalties based on the police investigation and may constitute violation of the Student Code of Conduct and personnel policies. It is a felony for non-licensed person(s) to carry a gun on campus.

Answers to frequently asked questions and the USG HB 280 Campus Carry Video can be found *here*.

Weapons Policy:

Albany State University and the University System of Georgia prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

Exceptions:

- ❖ Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities
- ❖ Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.
- ❖ Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Lawful weapons carriers may possess weapons while under the lawful weapons carrier's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A lawful weapons carrier may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- ❖ Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity or sorority houses;
- ❖ Not apply to any preschool or childcare space located within such buildings or real property;
- ❖ Not apply to any room or space being used for classes related to college and career academy or other specialized school as provided for under Georgia Code Section ;
- ❖ Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, as provided for under Georgia Code Section 20-2-161.3;
- ❖ Not apply to faculty, staff or administrative offices or rooms where disciplinary proceedings are conducted; and Only apply to the carrying of handguns which are concealed.

Weapons Policy Definitions:

Weapon: means and includes any pistol, revolver, or any instrument designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11- 106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

Handgun: means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

Electroshock weapon: means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

Licensee: Individual (21 years and older) properly licensed to carry in the State of Georgia pursuant to subsection of Code Section 16-11-126 and pursuant to Code Section 16-11-129 and applies to the carrying of handguns which are concealed

Concealed: means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

Preschool or childcare space: means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Georgia Code.

The Office of Student Support and Student Conduct:

The Student Code of Conduct has been developed by the Office of Student Support and Student Conduct to provide students with expectations for behavior that upholds the Albany State University Mission Statement. In addition to outlining regulations for behavior, the Code of Conduct provides useful information to students and student organizations regarding alleged violations of conduct regulations. It includes procedures for responding to possible violations of conduct regulations, including specifics of the conduct process, a listing of possible sanctions, the interim suspension policy, and the appeals procedures that are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the University's judicial processes. The goal is to find balance between upholding our community standards and fostering educational opportunities for each individual student. The Student Code of Conduct is located *here*. Depending on the type of case, the following University Hearing Panels may convene for formal hearing proceedings:

- ❖ **University Disciplinary Committee** is composed of Students, Faculty, and Staff selected by the Office of Student Support and Student Conduct. Students not in good standing with the University may not serve. Appointments to University Disciplinary Committee will be made as needed to keep the University Disciplinary Committee staffed to adjudicate cases in a prompt manner. These appointments may constitute permanent or temporary replacements as the Office of Student Support and Student Conduct deems necessary. There must be at least three panel members (two full-time faculty or staff and one full-time student), present to hear a case. A majority vote is required for findings and sanction recommendations.
- ❖ **Academic Honor Code Committee** for Formal Hearing involving alleged violations of any violation of the Academic Honor Code Policy identified within the Student Code of Conduct. Please refer to Chapter Eight, Value VIII, Academic Honor Code, Procedures and Sanctions of the Student Code of Conduct for more information.
- ❖ **Sexual Misconduct Committee** for Formal Hearings involving alleged violations of any regulation within the University System of Georgia Sexual Misconduct Policy and this Student Code of Conduct. This committee will consist of at least panel members who are full-time faculty and/or staff only. There must be at least three (3) panel members present to hear a case. A majority vote is required for findings and sanction directive.
- ❖ **Housing Review Board** for Formal Hearing involving alleged violations of any Institutional Housing Regulations identified within the Student Code of Conduct. There must be at least three panel members (two full time Residence Life staff and one Resident Assistant), present to hear a case. A majority vote is required for findings and sanction recommendations.
- ❖ **Student Organization Hearing Panel** for Formal Hearing involving alleged violations of student organization misconduct. There must be at least three panel members (two full-time students and one full-time faculty/staff). At least one (1) representative from the respective council will serve as one of the student representatives. When a student organization is charged, a student will be requested to serve from the respective council to serve on the Hearing Panel. The student may not be a member of the organization which is charging or being charged in the case. A majority vote is required for findings and sanction recommendations.

Alcohol and Other Drugs Policy:

Albany State University remains in compliance with all federal, state, and local laws including policies mandated by the Board of Regents of the University System of Georgia. Albany State University is committed to providing a safe environment for each member of the campus community. Likewise, the University expects all constituents of the campus community to make responsible decisions about the use of alcohol and other drugs. Their use is prohibited on all campuses of Albany State University. The abuse and misuse of alcohol and/or other drugs by members of the campus community are incompatible with the goals and mission of the institution. To further Albany State University's commitment to provide a healthy and safe educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University has established the following policy on alcohol and other drugs:

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is also illegal. These laws are strictly enforced by ASU PD; violators are subject to criminal prosecution, disciplinary action, fine, and imprisonment. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws on the University campus. Albany State University does not permit or condone the illegal possession, sale, and/or use of controlled substances. Controlled substances is defined as any drug, substance, or immediate precursor included in the definition of controlled substance given in the [O.C.G.A. § 16-13-21](#) or Schedule I through V of Section 202 of the Federal Controlled Substance Act (*21 U.S. Code § 812*). These laws are strictly enforced by ASU Police Department; violators are subject to criminal prosecution, disciplinary action, fine, and imprisonment. Information on Albany State University's sanctioning guidelines for use of alcohol or drugs is located *here*. Student Code of Conduct is located *here*.

Definitions Relating to Alcohol and Other Drug Violations:

Possession of alcohol or drugs: refers, but is not limited, to holding, no matter the duration, alcohol or illegal drugs/ controlled substances in hand or, having them in one's clothing, purse or book bag (or similar item), automobile, residence, or other personal belonging.

Consumption of alcohol: refers to the act of drinking or ingesting any amount of an alcoholic beverage.

Use of drugs: refers to the act of ingesting, inhaling, drinking, eating, and/or any other method of introducing an illegal drug or controlled substance into one's body.

Distribution of drugs: refers to the sharing of illegal drugs/controlled substances with or giving them to others.

Sale of drugs: refers to the exchange of illegal drugs/controlled substances for money or other forms of compensation.

Facilitating the possession/use of alcohol or drugs: refers to the act of allowing others to possess, consume, or use alcohol or illegal drugs/controlled substances in one's residence or automobile.

Definitions Relating to Alcohol and Other Drugs:

Underage Drinking: It is illegal for anyone under the age of 21 years to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. In accordance with O.C.G.A. 3-3-23. Furnishing to, purchase of, or possession by persons under 21 years of age of alcoholic beverages; use of false identification; proper identification; dispensing, serving, selling, or handling by persons under 21 years of age in the course of employment; seller's actions upon receiving false identification; immunity for seeking medical assistance for alcohol related overdose.

Carrying False I.D.: It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card. In accordance with O.C.G.A. 3-3-23(A) (5). No person under 21 years of age shall misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

Public Drunkenness: It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity. Public drunkenness is a crime when a person appears in any public manifestly under the influence of alcohol or controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity. O.C.G.A. 16-11-41 (a) A person who shall be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not his own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language, is guilty of a misdemeanor.

Driving Under the Influence: In Georgia, the legal level for DUI is .08% Blood Alcohol Content (BAC) and .02% BAC and prior for minors. The law emphasizes treatment and a three- tier penalty system based on BAC and prior offenses 1) general impairment (.08-.099%), 2) high rate of alcohol (.10-.159%) and 3) highest rate of alcohol (.16% and above). In addition, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle.

Definitions Relating to Alcohol and Other Drugs:

Continued Definition: Driving Under the Influence:

In accordance with O.C.G.A. 40-6-391. Driving under the influence of alcohol, drugs, or other intoxicating substances; penalties; publication of notice of conviction for persons convicted for second time; endangering a child; (a) A person shall not drive or be in actual physical control of any moving vehicle while: (1) Under the influence of alcohol to the extent that it is less safe for the person to drive; (2) Under the influence of any drug to the extent that it is less safe for the person to drive; (3) Under the intentional influence of any glue, aerosol, or other toxic vapor to the extent that it is less safe for the person to drive; (4) Under the combined influence of any two or more of the substances specified in paragraphs (1) through (3) of this subsection to the extent that it is less safe for the person to drive; (5) The person's alcohol concentration is 0.08 grams or more at any time within three hours after such driving or being in actual physical control from alcohol consumed before such driving or being in actual physical control ended. It is illegal for anyone under 21 years of age to drive with a blood alcohol content of .02 or higher. A first-time offense individual, under certain circumstances, may qualify for a First Offender Program design for persons needed assistance.

Open Container: In accordance with O.C.G.A. 40-6-253 Consumption of alcoholic beverage or possession of open container of alcoholic beverage in passenger area:(2) "Open alcoholic beverage container", means any bottle, can, or other receptacle that: (A) Contains any amount of alcoholic beverage; and (B) (i) Is open or has a broken seal; or (ii) The contents of which are partially removed. (3) Only a person who consumes an alcoholic beverage or possesses an open alcoholic beverage container in violation of this Code section shall be charged with such offense; provided, however, that an operator of a motor vehicle who is alone in the passenger area of such motor vehicle shall be deemed to be in possession of any open alcoholic beverage container in such passenger area.

Refusing a Chemical Test: Any person who drives a motor vehicle automatically gives consent to one or more chemical test (breath, blood or urine). This implied consent means that a person does not have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be done; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI. In accordance with O.C.G.A. 40-5-55 Implied consent to chemical tests (a) The State of Georgia considers that any person who drives or is in actual physical control of any moving vehicle in violation of any provision of Code Section 40-6-391 constitutes a direct and immediate threat to the welfare and safety of the general public.

Definitions Relating to Alcohol and Other Drugs:

Continued Definition: Refusing a Chemical Test:

Therefore, any person who operates a motor vehicle upon the highways or elsewhere throughout this state shall be deemed to have given consent, subject to Code Section 40-6-392, to a chemical test or tests of his or her blood, breath, urine, or other bodily substances for the purpose of determining the presence of alcohol or any other drug, if arrested for any offense arising out of acts alleged to have been committed in violation of Code Section 40-6-391 or if such person is involved in any traffic accident resulting in serious injuries or fatalities.

Controlled Substances: In accordance with O.C.G.A. 16-13-30. Purchase, possession, manufacture, distribution, or sale of controlled substances or marijuana; penalties: (a) Except as authorized by this article, it is unlawful for any person to purchase, possess, or have under his or her control any controlled substance. (b) Except as authorized by this article, it is unlawful for any person to manufacture, deliver, distribute, dispense, administer, sell, or possess with intent to distribute any controlled substance. (c) Except as otherwise provided, any person who violates subsection (a) of this Code section with respect to a controlled substance in Schedule I or a narcotic drug in Schedule II shall be guilty of a felony and, upon conviction thereof, shall be punished as follows: (1) If the aggregate weight, including any mixture, is less than one gram of a solid substance, less than one milliliter of a liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than one gram, by imprisonment for not less than one nor more than three years.

Possession of Drug Paraphernalia: In accordance with O.C.G.A. 16-13-1. Drug related objects: (3) "Drug related object" means any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes: (A) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (B) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (C) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or (D) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state. "Knowingly" means having general knowledge that a machine, instrument, tool, item of equipment, contrivance, or device is a drug related object or having reasonable grounds to believe that any such object is or may, to an average person, appear to be a drug related object. If any such object has printed thereon or is accompanied by instructions explaining the purpose and use of such object and if following such instructions would cause a person to commit an act involving the use or possession of a dangerous drug or controlled substance in violation of the laws of this state, then such instructions shall constitute prima-facie evidence of knowledge that the object in question is a drug related object.

Megan's Law



Washington State's 1990 Community Protection Act included America's first law authorizing public notification when dangerous sex offenders are released into the community. However, it was the 1994 rape and murder of seven-year-old Megan Kanka that prompted the public demand for broad based community notification. On May 17, 1996, President Clinton signed Megan's Law. Megan's Law requires the following two components, sex offender registration and community notification.

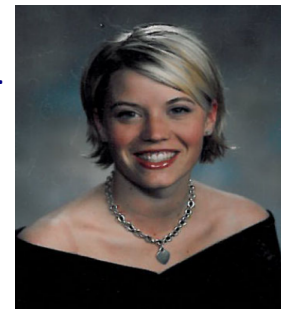
Sex Offender Registration: The 1994 Jacob Wetterling Act requires States to register individuals convicted of sex crimes against children. Registration is necessary because:

- ❖ Sex offenders pose a high risk of re-offending after release from custody;
- ❖ Protecting the public from sex offenders is a primary governmental interest;
- ❖ The privacy interests of persons convicted of sex offenses are less important than the government's interest in public safety;
- ❖ Release of certain information about sex offenders to public agencies and the general public will assist in protecting the public safety.

Community Notification: Megan's Law allows the States discretion to establish criteria for disclosure, but compels them to make private and personal information on registered sex offenders available to the public. Notification is necessary because:

- ❖ Assists law enforcement in investigations;
- ❖ Establishes legal grounds to hold known offenders;
- ❖ Deters sex offenders from committing new offenses;
- ❖ Offers citizens information they can use to protect children from victimization.

On July 27, 2006 President Bush signed the Adam Walsh Child Protection and Safety Act. One important component requires the U.S. Justice Department to create a public accessible Internet based national sex offender database that allows users to specify a search radius across state lines. The result is the Dru Sjodin National Sex Offender Public Website located *here*. The Georgia sex offender registry is located *here*.



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990:



It is the policy of Albany State University to establish and implement safety and security-related parameters applicable to each member of the ASU community, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, more commonly referred to as the "Clery Act". The Clery Act is a federal mandate that requires the University to publish and distribute an annual report containing crime statistics for the three most recent calendar years, security-related policy statements and procedures, fire safety requirements, and local regulations by October 1st.

Albany State University conducts reviews to evaluate the effectiveness of the practices in place and implements changes to enhance services provided to students, faculty, and staff as necessary. Both the U.S. Department of Education and Albany State University are committed to ensuring that the university remains in compliance with all applicable provisions of the Clery Act. Statistics are collected for Clery Crimes that occur within our Clery Geography. The ASU Clery Geography includes locations on-campus, in certain off-campus buildings, property owned or controlled by Albany State University, and on public property within or immediately adjacent to and accessible from, the campus. The arrest and referral statistics for Clery Campus crimes include those reported to ASU Police Department, local law enforcement agencies, and designated Campus Security Authorities. For Clery Act reporting purposes, Albany State University has named certain officials as Campus Security Authorities or CSA's. The current list includes individuals with significant responsibility for student and campus activities. Any crimes reported to a CSA along with those offenses reported to ASU Police, will be included in the Daily Crime Log, which is updated within two business days, and in the Annual Security and Fire Safety Report. These reports are both available on-line *here*.

Each year, a link to the Annual Security and Fire Safety Report is sent to students, faculty, and staff via email by October 1st. Copies of the report may also be obtained at any Albany State University Police Department or by calling (229)430-4711. Prospective employees may obtain a copy from Human Resources located on West Campus in the B.R.Tilley Academic Services K Building Room 111. A description of this report is also located in the Student Handbook.

Campus Security Authorities and Clery Definitions:

The Albany State University Clery Coordinator maintains a listing of Campus Security Authorities. This list is reviewed and updated on a continual basis. The current list of CSA's at Albany State University includes individuals with significant responsibility for student and campus activities, including but not limited to directors, deans, department heads, professional staff, judicial affairs, advisors to students, housing officials, student organizations, and athletic coaches.

To ensure that all designated CSA's are knowledgeable of the Clery Act reporting requirements, CSA's are provided notice of their obligations and are trained annually through an email advisory sent by the Clery Coordinator. Exempt from CSA reporting requirements are professional counselors providing mental health counseling to members of the ASU community within the scope of privileged communications as defined by Georgia law. Despite this exemption, professional counselors are encouraged to discuss with clients, if applicable, the procedures for confidential crime reporting within Albany State University.

For the purposes of collecting statistics on the crimes reported, the Clery Geography includes buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, and public property within or immediately adjacent to and accessible from the campus. Crimes that must be reported and disclosed are referred to as Clery Crimes. Clery Crimes are offenses such as criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson. The arrests and referrals include arrests or disciplinary actions for hate crimes, violence against women, liquor law violations, drug law violations, and illegal weapons possession that were reported to the university police department, CSAs, and local law enforcement agencies.

For any criminal incidents related to sexual assault, individuals are encouraged to report. The victim will make the choice to have the case investigated and/or prosecuted, with no pressure to do so from Albany State University Police or University officials. If a student or employee reports to the institution that they are a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of their rights and options.

The Daily Crime Log includes the nature, date, time an incident occurred and was reported, the location of the crime, as well as its disposition. In the event that a reported crime indicates the possibility of an on-going risk to the University and surrounding community, the ASU Police will follow up and take steps to clarify the circumstances, address the ongoing risk, and communicate with the campus community through the issuance of a timely warning, if appropriate.

Reporting to Campus Security Authorities:

We encourage the campus community to report all crimes or suspicious activities that occur on the Albany State University campuses to the Albany State University (ASU) Police Department by calling 229-430-4711 or 911. We understand that some may prefer to report to other individuals or institutional offices. The Clery Act recognizes certain officials as Campus Security Authorities or CSA's. While Albany State University has officially designated the following offices as places where campus community members should report crimes:

Official	Campus and Location	Phone Number
Student Affairs	East Campus C.W. Grant Student Union	229-500-3528
Student Life	East Campus C.W. Grant Student Union	229-500-2039
Human Resources	West Campus B.R. Tilley Academic Services K Building Room #111	229-500-2026
Housing and Residence Life	East Campus Hall 3	229-500-2025
Title IX	West Campus B.R. Tilley Academic Services K Building Room #320	229-500-3304
Clery Coordinator	East Campus Police Department	229-430-4711
Student Health Services	East Campus Billy C. Black Room #138	229-500-3544
Student Health Services	West Campus C Building Room #100	229-500-3545
International Students	West Campus C Building RAM Central	229-500-2946
Athletics	West Campus E Building Arena	229-500-2863
Office of Student Support and Student Conduct	East Campus C.W. Grant Student Union Green Zone	229-500-2052

Once information is given to a CSA it is deemed reported. The process does not initiate once the police department knows about it, it starts with the Campus Security Authority. Once a report is made to a CSA the information needs to be reported to the Police Department, Title IX Coordinator, the Office of Judicial Affairs, or the Clery Coordinator. When a student or employee reports to the institution that they been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. Albany State University's Title IX Rights and Options information is located *here*. More information on Title IX is located *here*.

Counselors and Confidential Reporting: According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Albany State University to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the campus community encourages pastoral and professional counselors to notify those they are counseling of the voluntary confidential reporting options available to them.

Clery Crime Definitions:

In compliance with the Clery Act, Albany State University collects and reports the statistics for for the following criminal offenses that are also referred to as Primary Crimes.:

Murder & Non-Negligent Manslaughter: The willful (non- negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non- negligent manslaughter.

Manslaughter by Negligence: Is defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category Manslaughter by Negligence.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

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

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 or physical incapacity. (Because there is no penetration in fondling, this offense will not convert to the SRS as Rape)

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

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

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

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

Clery Crime Definitions:

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor-Vehicle Theft: The theft or attempted theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

Arson: The 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.

In compliance with the Clery Act, Albany State University collects statistics for violations of state law and/or ordinances for alcohol, drug, and weapons. These violations can result in an arrest or disciplinary action violations.

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, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.

Drug-Law 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).

Weapons-Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned offenses.

Clery Crime Definitions:

Hate Crimes are defined as a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons. Although there are many possible categories of bias, under the Clery Act, the eight categories that are required to be reported as hate crimes include race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability. For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

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

Albany State University collects crime statistics for hate crimes associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a building or property. The aforementioned lesser offenses are included in Clery Act statistics only if they are hate crimes.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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.

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.

Violence Against Women Act:



On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 was signed into law. VAWA includes amendments to the Clery Act. In compliance with the Violence Against Women Reauthorization Act, Albany State University compiles and reports statistics for incidents of dating violence, domestic violence, sexual assault, and stalking. Albany State University prohibits the crimes of dating violence, domestic violence, any non-consensual sexual contact, sexual assault, and stalking.

Violence Against Crimes and Offenses Definitions:

Consent: is defined by the University System of Georgia as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party using clear words or actions. Minors under the age of 16 cannot legally consent under Georgia law.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person 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. The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant. The University System of Georgia defines Domestic Violence as "violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged 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, or by a person similarly situated to a spouse of the alleged victim."

Crimes and Offenses Definitions:

Dating Violence: means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such relationship shall be 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. The State of Georgia does not have any specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant. The University System of Georgia defines Dating Violence as "violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence."

Sexual Assault: includes a number of different offenses meeting the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, there is no definition for the general term of Sexual Assault as it is used in the FBI's Uniform Crime Reporting system. Sex offenses are defined individually in the Official Code of Georgia. However, the University System of Georgia refers to Sexual Assault by the term "sexual misconduct" and defines it as an umbrella term referring to a range of non-consensual sexual contact, which can occur in many forms, including but not limited to, rape and sexual battery. Georgia law does define "sexual assault" in a narrower context at O.C.G.A. §16-6-5.1 as sexual contact that is perpetrated by a person who has supervisory or disciplinary authority over another individual.

Rape: is defined in the FBI's Uniform Crime Reporting system as 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. The State of Georgia defines "rape" under O.C.G.A. §16 6 1 as follows: A person commits the offense of rape when he has carnal knowledge of: A female forcibly and against her will; or A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Crimes and Offenses Definitions:

Fondling is defined in the FBI's Uniform Crime Reporting system as 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. The State of Georgia defines fondling (Sexual Battery) under O.C.G.A. §16 6 22.1 as follows:

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

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

Incest is defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. The State of Georgia defines incest under O.C.G.A. §16 6 22 as follows: A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half-blood; (4) Grandparent and grandchild of the whole blood or of the half-blood; (5) Aunt and niece or nephew of the whole blood or of the half-blood; or (6) Uncle and niece or nephew of the whole blood or of the half blood.

Statutory Rape is defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse with a person who is under the statutory age of consent. The State of Georgia defines Statutory Rape under O.C.G.A. §16 6 3 as follows: A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

Stalking: is defined as 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. For the purposes of this definition Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Crimes and Offenses Definitions:

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

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. The State of Georgia defines Stalking under O.C.G.A 14 §16 5 90 as follows: A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms “computer” and “computer network” shall have the same meanings as set out in Code Section 16-9-92; The term “contact” shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received.

For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term “harassing and intimidating” means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person’s safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made. A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person’s consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

The Office of Student Support and Student Conduct Reports of Student Misconduct:

The Office of Student Support and Student Conduct supports Albany State University's educational mission by enforcing regulations designed to promote an environment in which students can develop intellectually, morally and socially while exercising a balance of partnership and autonomy within the campus community. The mission of the Office of Student Support and Student Conduct is to promote concepts of fairness and due process in student conduct settings. The Office of Student Support and Student Conduct serves as a resource to the entire university community; and essential in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student. Albany State University has provided a clear method for students and other campus community members to file complaints of misconduct. This information is located *here*. Sexual Misconduct Incident Form is located *here*. Employee Complaint form is located *here*. Complaints to the appropriate department and/or person(s) should include as much information as possible such as:

- ❖ The type of misconduct alleged
- ❖ The name and contact information of the individual(s) accused of misconduct
- ❖ The date(s), time(s), and place(s) of the misconduct
- ❖ The name(s) and contact information of any individual(s) with knowledge of the incident
- ❖ Whether any tangible evidence has been preserved
- ❖ Whether a criminal complaint has been made.

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments. These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Albany State University cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

Reports of Student Misconduct:

Confidentiality: Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations.

Retaliation: Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under applicable Board or institution policy shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution's policy.

False Complaints/Statements: Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of applicable Board or institution policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated pursuant to the institution's policy.

Amnesty: Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

Investigating and Resolving Disputed Reports:

Albany State University will take necessary and appropriate action to protect the safety and well-being of the campus community. Accordingly, student conduct will be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will *not* apply.

Access to Advisors: The Respondent and Complainant (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of the party's choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process.

Initial Evaluation of Student Conduct Reports: Regardless of how Albany State University becomes aware of alleged misconduct, the institution shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct, even if true, then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation, and review shall be conducted into each complaint received to determine whether charges against the Respondent should be brought. Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the Respondent(s) in an initial violation must be promptly reported to the System Director of Equity & Investigations (System Director) by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and may collaboratively supervise the investigation with the appropriate institution professional (Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that would require notice to the System Director, then the institution shall report that case to the System Director or their designee prior to proceeding.

Process for Investigating and Resolving Disputed Reports Interim Protective Measures:

The Title IX Coordinator, Kimberly Carter, or her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations, if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures.

Interim measures may be implemented by the institution at any point after the institution becomes aware of the alleged student misconduct and should be designed to protect any student or other individual in the USG community. To the extent interim measures are imposed, they should minimize the burden on both the Complainant (where applicable) and the Respondent, where feasible. Interim measures may include, but are not limited to:

- ❖ **Change of housing assignment;**
- ❖ **Issuance of a "no contact" directive;**
- ❖ **Restrictions or bars to entering certain institution property;**
- ❖ **Changes to academic or employment arrangements, schedules, or supervision;**
- ❖ **Interim suspension; and**
- ❖ **Other measures designed to promote the safety and well-being of the parties and the institution's community.**

An interim suspension should only occur where necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant (where applicable) or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, the institution must make all reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension. The respondent has the right appeal an interim suspension decision to the President's designee within five business days of the action. Albany State University will determine whether the interim suspension should continue within three business days of receiving a challenge.

Process for Investigating and Resolving Disputed Reports:

Investigation: Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Timely and equal access to information that will be used during the investigation will be provided to the Complainant (where applicable) and Respondent.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held “in abeyance,” such as probationary suspension or expulsion) the institution’s investigation and resolution procedures must provide the additional minimal safeguards outlined below:

- ❖ The Complainant (where applicable) and Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
- ❖ Upon receipt of the written notice, the Respondent shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any Complainant (where applicable) shall also be provided three business days to respond to or to supplement the notice.
- ❖ If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
- ❖ If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
- ❖ An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party’s proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
- ❖ The initial investigation report shall be provided to the Respondent and the Complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
- ❖ The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the respondent and Complainant (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing

Process for Investigating and Resolving Disputed Reports Resolutions and Hearings:

Albany State University will take necessary and appropriate action to protect the safety and well-being of the campus community, ensuring fairness and due process in student conduct settings. In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the Respondent indicates that they contest the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the Respondent and Complainant (where applicable); however, the Complainant (where applicable) and Respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs (or their designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the Respondent shall have the option of having the charges heard either by an administrator (Hearing Officer) or a Hearing Panel. If an administrative hearing is requested, the Respondent shall use their discretion to determine whether the case should be heard by a Hearing Panel. Notice of the date, time, and location of the hearing shall be provided to the Respondent and Complainant (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable. Hearings shall be conducted in person or via conferencing technology as reasonably available. Additionally, the following standards will apply to any such hearing:

The Respondent and Complainant (where applicable) shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. The Respondent and Complainant (where applicable) shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer or Hearing Panel for consideration. Advisors may actively assist in drafting questions. The Hearing Officer or Hearing Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the Respondent(s).

Process for Investigating and Resolving Disputed Reports Resolutions and Hearings:

- ❖ In any event, the Hearing Officer or Hearing Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions. Where the Hearing Officer or Hearing Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Hearing Officer or Hearing Panel may establish special procedures for providing testimony from a separate location. In doing so, the Hearing Officer or Hearing Panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the Hearing Officer or Hearing Panel will disregard or discount the testimony.
- ❖ Formal judicial rules of evidence do not apply to the investigatory or resolution process.
- ❖ The standard of review shall be a preponderance of the evidence.
- ❖ Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
- ❖ Following a hearing, both the Respondent and Complainant (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence relied on in support of the outcome and the rationale for the resulting sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.

Albany State University Campus Security and Access:

Albany State University is committed to campus safety and security. Our campus landscaping, walk ways, and outdoor lighting are designed to maximize safety. Environmental Health & Safety conducts surveys of the Albany State University Campus twice each year to evaluate campus lighting. Albany State University Police Department works closely with Facilities Management Division and University Housing to ensure that maintenance issues, such as replacing malfunctioning lights and repairing door locks, are addressed in a timely manner.



There are information kiosks located at the entrances on East Campus and West Campus. Albany State University Police Department monitors the traffic coming onto campus by checking ID's and assisting visitors with pertinent information and directions.



ASU's academic buildings and residence halls operate under a computerized access control and security monitoring system. Albany State University's faculty, staff, and students are issued a programmed identification card. ASU PD has the ability to secure the entrances to each building in times of critical emergency using the card access system. Each student identification card is coded for their residential building ensuring only residential students are authorized access. Only residents and their invited guests are permitted in living areas of the residence halls. Guests are not provided with room keys or access cards. A guest of the opposite sex must be escorted at all times. It is the resident's responsibility to ensure that guests are aware of the campus and residence hall visitation policies. Answers to housing questions are answered *here*.

It is the responsibility of residents and staff members to report individuals who cannot be identified as either residents or guests of residents. Do not open a building door for a stranger. Do not allow an individual to follow you inside the dorm, notify the RA on duty or call ASU PD at 229-430-4711.

The emergency exits are equipped with alarms which activate if a door is left open for an extended period of time. When a door is malfunctioning, maintenance orders are submitted for an immediate repair. Do not prop open a door; if you see one that is propped open, close it. Report suspicious behavior immediately to campus police. All after hours building access requests to university facilities must be handled by the Facilities Management Department. If you have a maintenance request call (229) 509-2332 or submit an on-line request *here*.

Prevention and Awareness Programs:

All students and employees within our campus community deserve to feel safe and supported. Albany State University prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking. Albany State University works year-round to provide the campus community with tools and resources to recognize concerning or harmful behaviors and learn strategies for intervening or helping others get the support they need.

Prevention Programs aim to prevent a situation before it ever occurs. This is done by preventing exposures that cause injury, altering unhealthy or unsafe behaviors that can lead to situations and increasing knowledge on resistance to situations.

Awareness Programs are programs that increase your knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. Our awareness programs may address primary prevention specifically, but may also raise your own knowledge about these types of crimes and how they can impact a campus community.

Bystander Intervention involves safe and positive options that might be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- ❖ Recognizing situations of potential harm
- ❖ Understanding institutional structures and cultural conditions that facilitate violence
- ❖ Overcoming barriers to intervening;
- ❖ Identifying safe and effective intervention options; and
- ❖ Taking action to intervene.

- ❖ Hazing Awareness-Greek Life
- ❖ Sexual Assault-Prevention: ASU PD
- ❖ Drugs / Alcohol abuse and prevention: Office of Student Support and Student Conduct Arrive Alive Tour, eCheckup TOGO Drugs, eCheckup TOGO Alcohol
- ❖ Know the Code (Student Rights and Responsibilities):Office of Student Support and Student Conduct New Student Orientation, HRL Paraprofessional Training, Summer Success Academy
- ❖ Women's Empowerment: ASU PD
- ❖ Crime Prevention: ASU PD
- ❖ Theft Prevention: ASU PD
- ❖ Civil Liability for Student Organizations:
- ❖ Domestic Violence Prevention: ASU PD
- ❖ RAD (Self Defense for Women and Men): ASU PD

Crime Prevention and Safety Awareness Programs:

At Albany State University, safety is our top priority. Albany State University Police Department Police Officers are available 24 hours a day, 7 days a week. Officers patrol campus in police vehicles and on foot, checking for suspicious persons, suspicious activity, and safety hazards. Their presence on campus is a deterrent; however, our campus is not immune from criminal activity. Most offenses reported to the police department involve property rather than personal danger. You can take precautions to protect yourself; follow these suggestions from Albany State University Police Department to minimize your chances of becoming a victim:

- ✓ Add ASU PD to your phone contacts 229-430-4711
- ✓ Lock your door, even when you're home.
- ✓ Close your blinds or curtains after dark.
- ✓ Do *not* dress in front of a window.
- ✓ Do *not* leave your debit card, bank information, RAM ID out unattended.
- ✓ Do *not* leave notes on your door announcing that you are not home.
- ✓ Always Lock your door when you are sleeping.
- ✓ Do *not* lend your keys, RAM ID, or driver's license to anyone.
- ✓ Do *not* leave clothing in the laundry room unattended.
- ✓ Do *not* hide the key to your room or apartment outside.
- ✓ Lock your door each time you leave; Do not prop the door open.
- ✓ Lock your car door; Do not leave the keys in the ignition.
- ✓ If walking after dark use the "buddy system" and stay in well-lit areas.
- ✓ Know where the emergency phone are located around campus.
- ✓ Make sure a friend knows your whereabouts when you go out.
- ✓ If you are out alone and feel unsafe call ASU PD 229-430-4711
- ✓ Do *not* listen to music full blast while walking, make sure you can still hear whats going on around you.



More safety suggestions can be found *here*.



Substance Abuse Education and Risk Reduction Strategies:

The health and safety of Albany State University campus community will always be our greatest concern. Albany State University is committed to the eradication of alcohol and substance abuse within the University community by taking a proactive approach of prevention through education. Substance abuse is a major concern across college campuses. Albany State University promotes a drug free campus and actively encourages students and employees who feel they have a substance abuse problem to seek counseling and treatment. The Student Counseling Department will aid students, faculty, and staff seeking treatment with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld. It should be clearly understood that violations of the alcohol and drug policy will result in disciplinary sanctions being issued by the University.

Institutional Penalties:

Alcohol Violations Sanctioning Guidelines are located *here*.

Drug Violations Sanctioning Guidelines are located *here*.

The listed sanctions are guidelines. Sanctions may be altered based on the severity of the incident, the impact upon the community, and/or the student's disciplinary history.

Prevention Tools:



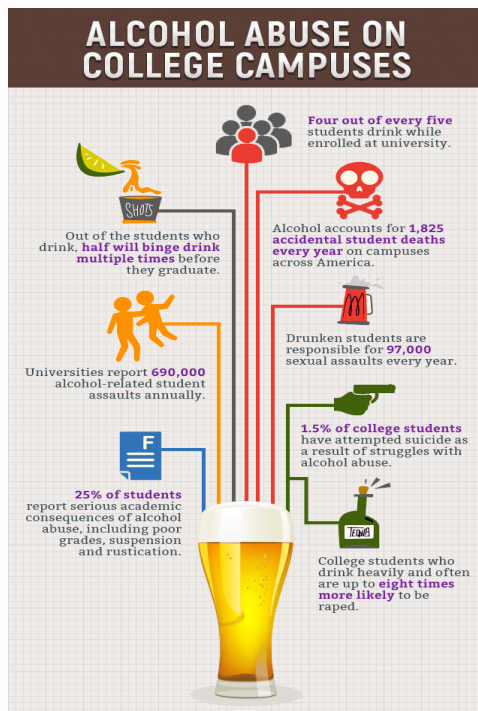
eCHECKUP TO GO will provide you with accurate and personalized feedback about your risk patterns, your individual pattern of alcohol or marijuana use, your aspirations and goals, and helpful resources at ASU and in your community.



Tips for the University is a unique training that gives students the skills and, more importantly, the confidence they need to prevent alcohol-related tragedies.

Albany State University Police Department will enforce all local, state, and federal laws regulating illegal drugs and the unlawful possession, use, and sale of drugs. The Office of Student Support and Student Conduct will notify parents or legal guardians of students under the age of twenty-one who are found responsible for violating the alcohol and/or drug policy. ASU employees can visit counseling services for assistance with the aid in of alcohol or drug abuse prevention. More information on O.C.G.A. §34-9-410 and programs promoting drug free workplaces can be found *here*. The ASU Employee Handbook is located *here*.

Alcohol Education and Risk Reduction Strategies:



Signs and Symptoms of Alcohol Poisoning:

Person is unresponsive, vomiting while passed out, slowed breathing, lowered heart rate, bluish, clammy and/or cold skin.

If any one of these symptoms exists, Call ASU PD at 229-430-4711 or call 911 for help. While waiting with the person until medical help arrives:

- ❖ Do not leave them alone.
- ❖ Gently turn them onto their side to prevent choking on vomit.
- ❖ Do not throw water on the individual, and do not try to arouse them by moving them to a cold shower this may cause them to go into shock.

Binge drinking is a serious but preventable public health problem and is defined as consuming 5 or more drinks on an occasion for men or 4 or more drinks on an occasion for women.. Binge drinking is the most common, costly, and deadly pattern of excessive alcohol use in the United States. Most people who binge drink do not have a severe alcohol use disorder. More information on *Binge Drinking* is located [here](#).

Underage alcohol consumption is common in the United States and can have harmful outcomes. A comprehensive approach that includes effective policy strategies can prevent underage drinking and the harmful effects.

More information on *Underage Drinking* is located [here](#).

Driving while impaired by any substance can be deadly. Impaired driving happens when someone operates a vehicle while impaired by a substance like marijuana, other illicit drugs, some prescribed or over the counter medicines, or alcohol. Working together, we can help keep people safe on the road, every day.

More information on *Impaired Driving* is located [here](#).

When alcohol is mixed with caffeine, the caffeine can mask the depressant effects of alcohol, making drinkers feel more alert than they would otherwise. As a result, they may drink more alcohol and become more impaired than they realize, increasing the risk of alcohol-attributable harms. More information on *Alcohol and Caffeine* is located [here](#).

Alcohol and Sexual Assault:

What is sexual assault?

The simplest way of describing it is any unwanted sexual touching or activity. Sexual assault is a broader term than rape. Examples include when someone tries to rape, forces someone to do a sexual act, or touches someone in a sexual way when they don't want to be touched. Sexual assault is a crime and an act of violence, not a sexual misunderstanding. It can happen to anyone regardless of gender, age, race, or sexual orientation. No one deserves to be sexually assaulted. When an alcohol-involved sexual assault happens, it is never the survivor's fault. The only person responsible for a sexual assault is the perpetrator.

How common is sexual assault, and how often is alcohol involved?

During their time in college, 1 in 5 women and 1 in 16 men are sexually assaulted. Alcohol is the number one drug used to facilitate sexual assault. About half of all college sexual assaults are alcohol-involved. Survivors of alcohol-involved sexual assault often do not seek help because they fear being blamed. When anyone experiences a sexual assault, it is important not to judge or blame them for what happened.

- ❖ Most survivors of alcohol-involved sexual assault knew their perpetrator before the incident. Most of the time, alcohol-involved sexual assault happens between people who know each other casually.
- ❖ Parties and bars are common places for being assaulted.
- ❖ Perpetrators often go to these places to find people who seem vulnerable.
- ❖ Perpetrators use alcohol as a tool to make it easier to assault someone.
- ❖ Less than 5% of sexual assaults among college students are reported to authorities.
- ❖ Alcohol-involved sexual assaults are even less likely to be reported.
- ❖ Survivors of sexual assault who were drinking before the assault often feel upset and blame themselves. They also worry about being judged by others. Feeling this way can prevent survivors from reporting the incident or getting help.



More information about the relationship between alcohol and sexual assault can be found by clicking the photo links.

Title IX and Sexual Misconduct Resources:

Position/ Title:	Phone number:
Chief of Police	229-500-3076
Anonymous Tip Line	229-430-7963
Title IX Coordinator	229-500-3304
Counseling & Student Accessibility Services	229-500-2013
Student Health Services	229 -500-3544, 3545
Residence Hall Staff	229-500-2025
Student Affairs/Success	229-500-2039
Phoebe Putney Hospital	229-312-1000



Kimberly Carter
Equity & Compliance Director
Title IX Coordinator

A victim *does not* need to make a formal report to ASU PD to access the resources available. These services are made available to the complainant and respondent before or after the filing of a complaint or where no complaint has been filed.

Liberty House of Albany: 24-hour crisis line 1(800) 334-2836	Legal advocacy, shelter, and outreach services for victims of domestic violence. Liberty House provides comprehensive services for domestic violence victims, their children, families, and friends. More information can be found here .
Open Arms: 229-431-1121	Counseling for children and adults in crisis. The Bridge accommodates children from birth to 18 years of age. During their time at the Bridges all of their necessities are provided: food, clothing, shelter, recreation, job training, advocacy, education, as well as counseling by a staff therapist. More information can be found here .
The Lily Pad SANE Center: 24-hour crisis line 229-435-0074	The Lily Pad SANE Center is an umbrella organization that houses the Boren Center for Sexual Violence. The Boren Center also encompasses the Rape Crisis Program which offers a 24-hour crisis hot-line for all victims of sexual assault. More information can be found here .
Aspire: 229-430-4140	The Crisis Service Center operates 24 hours a day providing outpatient crisis stabilization for adults facing an acute mental health or substance use crisis. The Crisis Services Center unit receives walk-ins, transfers from emergency rooms, and involuntary referrals for evaluation. The Crisis Service Center serves as an important alternative to waiting for care or a trip to the emergency room. More information can be found here .
The Federal Victim-Witness Assistance Program: 1-877-537-3811	The victim-witness assistance and protection laws and guidelines apply to all victims and witnesses of federal crimes who have suffered physical, financial, or emotional trauma. In compliance with these mandates, we provide a variety of notification and assistance services to victims of and witnesses to federal crimes. More information can be found here .
RAINN National Sexual Assault Hotline: 24-hour crisis line 1-800-656-4673	RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. We work closely with more than 1,000 local sexual assault service providers to offer confidential support services to survivors regardless of where they are in their recovery. More information can be found here .

Immigration and Visa assistance can be obtained by contacting
Lenita A. Swan West Campus Ram Central 229-500-2946
Lakesia N. Barge West Campus Ram Central 229-500-2970

Title IX and Sexual Misconduct Resources:

What to do if you or someone you know has been sexually assaulted:

- ❖ Get to a Safe Place! If you or someone you know has been sexually assaulted, the first priority is to get to a safe location.
- ❖ Contact the ASU Police Department by calling 229-430-4711. It is recommended that the police be contacted as soon as possible following a sexual assault. Contacting the police **does not** obligate the survivor to having the assault investigated or prosecuted. The survivor can make that decision later.

Contacting Albany State University Police Department Will:

- ❖ Ensure that a survivor of sexual assault receives the necessary medical treatment, tests, and prophylactic care (including for sexually transmitted infections and pregnancy, if desired), at no expense to the survivor.
- ❖ If the assault occurred within the past 120 hours, provide the opportunity for collection and preservation of evidence in the event the survivor decides to pursue prosecution (ideally a survivor **should not** shower, bathe, wash, douche, use the toilet, or change clothing prior to a medical exam. This is important to preserve evidence for collection. (If the victim does change clothes, place any clothing or bedding removed in a paper bag, not a plastic bag.)
- ❖ Ensure the survivor has access to free, confidential advocates specifically trained in the area of sexual assault crisis intervention and support.
- ❖ Ensure the survivor has their privacy protected. All reports made to ASU PD are kept confidential, and identifying information about the victim shall not be made public .



Call the National Sexual Assault Hotline Free. Confidential 1-800-656-4673 Chat on-line with a trained staff member who can provide you confidential crisis support [here](#).

Find more information about victim services [here](#).

The decision to report to law enforcement is entirely yours. It can be helpful to know what to expect when communicating with law enforcement. Find more information [here](#).

Reports of Sexual Misconduct:

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

Confidentiality: Where a Complainant requests that their identity be withheld or the allegation not be investigated, the Coordinator should consider whether or not such request can be honored in a manner consistent with the institution's obligations to promote a safe and nondiscriminatory environment. The institution should inform the Complainant that the institution cannot guarantee confidentiality. Honoring a Complainant's request for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

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

False Complaints/Statements: Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be subject to appropriate disciplinary action under the appropriate institutional process.

Amnesty: Students should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational programs. The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law to report information or statistical data as required.

Reports of Sexual Misconduct and Access to Advisors:

For Formal Title IX Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party. All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation.

For Non-Title IX Sexual Misconduct Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process. All communication during the Sexual Misconduct process will be between ASU and the party and not the advisor. Unless the party grants permission.

Interim Measures: may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures.

Interim Suspension: should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately.

Process for Investigating and Resolving Sexual Misconduct Reports:

Investigation: Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result. Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor. Formal judicial rules of evidence do not apply to the investigation process, additionally the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

- ❖ The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator involved. Notice should be provided via institution email to the party's institution email.
- ❖ Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
- ❖ If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

Process for Investigating and Resolving Sexual Misconduct Reports:

- ❖ An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- ❖ The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
- ❖ The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
- ❖ The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

Resolution/Hearing:

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX. In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. Albany State University will determine how the facts or evidence will be introduced.

Process for Investigating and Resolving Sexual Misconduct Reports:

The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by Albany State University in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence. Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor. Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions. At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. Albany State University reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution's established rules of decorum. Albany State University shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years. Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

Title IX Sexual Misconduct Hearings:

- ❖ Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
- ❖ The parties shall have the right to present witnesses and evidence at the hearing.
- ❖ The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.
- ❖ Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
- ❖ The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- ❖ Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
- ❖ Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. Albany State University shall also notify the parties of their right to appeal as outlined below.

Non-Title IX Sexual Misconduct Hearings:

- ❖ The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
- ❖ The parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.
- ❖ Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
- ❖ The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- ❖ Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
- ❖ Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. Albany State University shall also notify the parties of their right to appeal, as outlined below.

Resolving Sexual Misconduct Reports:

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine sanctions and issue notice of the same, as outlined above.

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

For suspension and expulsion, the institution must articulate, in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion.

Appeals may be allowed in any case where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

Recusal/Challenge for Bias: Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

Clery Act Geography:

For the purpose of collecting statistics for the crimes reported in the Annual Security and Fire Safety Report, Albany State University reports crimes that occur in any of these geographic areas:

- ❖ Anywhere on-campus
- ❖ On-campus in student housing
- ❖ Public property within campus bounds
- ❖ Public property immediately adjacent to the campus
- ❖ Non-campus buildings and property owned or controlled by ASU

The following definitions describe Albany State University's Clery Geography.

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. Also, any building or property that is within or reasonably contiguous to the area identified 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).

On-Campus Residential: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility

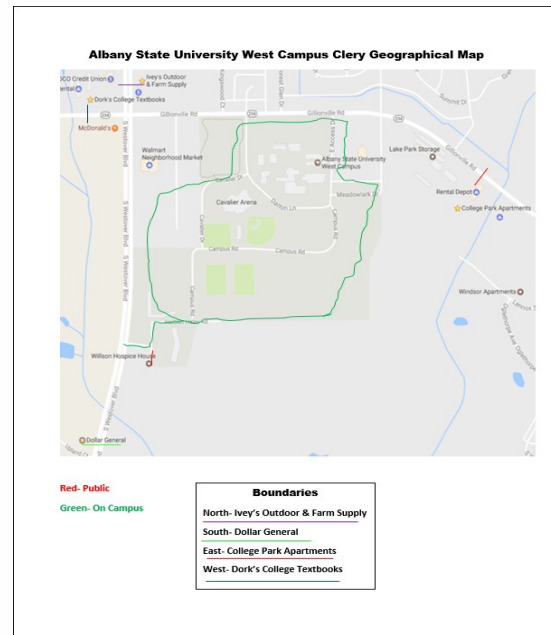
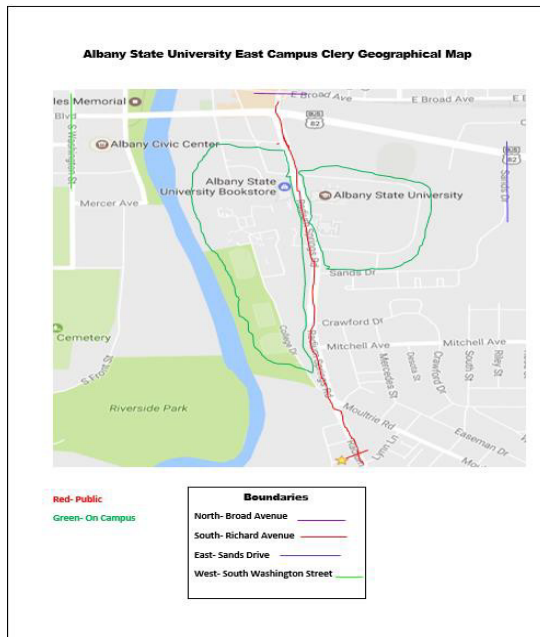
Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

Albany State University maintains a daily crime log of all reported crimes that fall within our jurisdiction. This daily crime log is available to the public *here*. A printed copy is may be obtained by visiting Albany State University Police Department.

Clery Geography Maps for Albany State University:

For the purposes of collecting statistics on the crimes reported in the Annual Security and Fire Safety Report Albany State University Clery Geography Maps are located below.



The Albany State University Cordele Campus includes the building, sidewalk, and parking area indicated in green. The Public Property includes the street and sidewalk indicated in red.

Annual Security Report for Albany State University:

The following annual security report provides crime statistics for selected crimes that have been reported to Albany State University Police Department, local law enforcement agencies or to campus security authorities.

These statistics were compiled using data received from Albany State University Police Department, and published in the Daily Crime Log. The statistics have been collected from the Clery Coordinator, Title IX Office, and Office of Student Conduct. The counting and disclosure of Clery reportable offenses in the following tables are based on the definitions provided by the Federal Bureau of Investigations Uniform Crime Reporting Program, as well as definitions provided by the Violence Against Women Act of 1994 for certain crimes.

The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. The University reports whether any of the offenses constitute hate crimes, as well as whether there have been any incidents of Larceny-Theft, Simple Assault, Intimidation, and/or Destruction/Damage/Vandalism of Property to the extent such incidents were hate motivated, as required by the Clery Act.

Albany State University East Campus Crime Statistics Information:

2021 Albany State University East Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	1	1	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	3	0	0	0
Robbery	2	0	0	0
Aggravated Assault	0	0	0	0
Burglary	5	3	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	7	7	0	0
Stalking	3	3	0	0
Hate Crimes:	0	0	0	0
Unfounded Crimes:	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	5	3	0	0
Drug Violations	31	20	0	2
Liquor Law Violations	5	5	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	22	22	0	0
Liquor Law Violations	39	39	0	0
2020 Albany State University East Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	3	3	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	6	6	0	0
Stalking	1	0	0	0
Hate Crimes	0	0	0	0
Unfounded Crimes	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	8	8	0	1
Drug Violations	6	9	0	0
Liquor Law Violations	2	2	0	0
Referrals:				
Weapons Violations	8	7	0	0
Drug Violations	19	19	0	0
Liquor Law Violations	23	23	0	0

Albany State University East Campus Crime Statistics Information:

2019 Albany State University East Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	1	0	0	0
Robbery	2	0	0	0
Aggravated Assault	2	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	7	3	0	0
Stalking	0	0	0	0
Hate Crimes	0	0	0	0
Unfounded Crimes	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	8	8	0	0
Drug Violations	25	21	0	0
Liquor Law Violations	19	18	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	23	23	0	0
Liquor Law Violations	16	16	0	0

Albany State University West Campus Crime Statistics:

2021 Albany State University West Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	2	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes:	0	0	0	0
Unfounded Crimes:	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	0	0	0	0
Drug Violations	2	2	0	0
Liquor Law Violations	5	5	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	2	2	0	0
Liquor Law Violations	5	5	0	0
2020 Albany State University West Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	2	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	3	1	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	2	1	0	0
Stalking	0	0	0	0
Hate Crimes:	0	0	0	0
Unfounded Crimes:	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	2	1	0	0
Drug Violations	4	4	0	0
Liquor Law Violations	0	0	0	0
Referrals:				
Weapons Violations	2	1	0	0
Drug Violations	2	2	0	0
Liquor Law Violations	1	1	0	0

Albany State University West Campus Crime Statistics:

2019 Albany State University West Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	1	1	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	1	0	0	0
Aggravated Assault	1	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	2	1	0	0
Stalking	0	0	0	0
Hate Crimes:	0	0	0	0
Unfounded Crimes:	1	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	1	1	0	0
Drug Violations	16	16	0	0
Liquor Law Violations	4	4	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	11	10	0	0
Liquor Law Violations	7	7	0	0

Albany State University Cordele Campus Crime Statistics:

2021 Albany State University Cordele Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes:	0	0	0	0
Unfounded Crimes:	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
2020 Albany State University Cordele Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes	0	0	0	0
Unfounded Crimes	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

Albany State University Cordele Campus Crime Statistics:

2019 Albany State University Cordele Campus:				
Criminal Offense:	On Campus:	On-Campus Residential:	Non-Campus Property:	Public Property:
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sexual Assault:				
Rape	0	0	0	0
Statutory Rape	0	0	0	0
Incest	0	0	0	0
Fondling	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses:				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Hate Crimes	0	0	0	0
Unfounded Crimes	0	0	0	0
Disciplinary Actions:				
Arrests:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
Referrals:				
Weapons Violations	0	0	0	0
Drug Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

The Albany State University Annual Fire Safety Report Definitions:

The Higher Education Opportunity Act enacted on August 1, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. Albany State University continues to ensure the safety of students, faculty, staff and visitors who live and work in university operated residences. Automatic sprinkler systems and fire alarm systems are building features that provide for a safe living environment. All residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency. Additionally, Food Service Staff members at both institutions are trained annually on hands-on use of fire extinguishers and emergency procedures in the event of a fire.

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

Residence Hall Fire Drills: Drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills; Conducted by the Resident Coordinators, Residence Assistants, Community Assistance, Housing Management and University Police.

Fire Safety: Education programs are presented throughout the year to faculty, staff and students so they are aware of the rules and safe practices. These programs, which are available at designated campus locations, include identification and prevention of hazards, actual building evacuation procedures and drill, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or an uncontrolled manner.

Albany State University maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to ensure system readiness and proper operation in the event of a fire emergency.

Albany State University is a smoke free campus. The no smoking policy applies to all persons who enter USG Properties. Violation of this policy may result in corrective action under student conduct or human resource policies and visitors refusing to comply may be asked to leave campus.

Fire Safety:

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations. Environmental Health and Safety in coordination with Residence Life, and Housing, provides annual training to Resident Assistants, Graduate Assistants

and Area Coordinators in areas of:

- ❖ Fire prevention in the residence hall
- ❖ What to do in the event of a fire
- ❖ How to report a fire or other emergency
- ❖ How residence hall fire safety systems operate

Environmental Health and Safety, Residence Life, and Housing, have compiled a list of prohibited items. This list includes electrical devices, appliances, flammables, and cleaning supplies. View the list *here*. If prohibited items are found in your possession, you may be subject to a health and safety fine.

Prohibited items will be confiscated and an incident report will be written.

Albany State University is a smoke-free campus. This includes traditional cigarettes and chewing tobacco as well as e-cigarettes, clove cigarettes, pipes, and hookahs.

The goal of this policy is to protect and improve the health, comfort and environment of students, employees and the campus community.

All residence halls on both campuses have emergency evacuation plans and conduct fire drills during the school year to train and familiarize residents with the evacuation process. Albany State University continues to monitor trends related to residence hall fire incidents and alarms to provide a safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty and staff. In case of an emergency, call Albany State University Police Department at 229-430-4711 or dial 911.

Housing Fire Evacuation Plan:

If you see or smell smoke or fire, call Albany state University Police at 229-430-4711. If smoke or a fire is discovered, the fire alarm must be activated immediately. Exit through the nearest door or stairway and proceed to the outside meeting space designated for the building you are in. If the nearest exit or stairwell is obstructed by smoke, fire, or other hazards, proceed to an alternate exit or stairwell. Do not use the elevators. Do not reenter a building until the authority having jurisdiction gives an all clear. During the evacuation process, housing personnel will proceed towards the exits while activating alarms and knocking on doors making fire announcements. They will assist all residents ensuring residents exit safely through the nearest door or stairway and proceed to the designated meeting place. They will then take attendance. Housing personnel will report to first responders if a resident of their building is unaccounted for.

In the event of fire:

- ❖ Pull the fire alarm if one is available and start an orderly evacuation
- ❖ Even for small fires: a closed room can reach 1500 degrees within three minutes.
- ❖ If you are trained in the use of portable extinguishers, and it is safe to do so, attempt to put out the fire.
- ❖ If the fire is too large for the use of a portable extinguisher, don't consider trying to extinguish it yourself. Evacuate the room and close the door.
- ❖ From a safe location, call the University Police immediately.



In case of a fire the following will be notified:

- ❖ ASU PD Captain, Major, Chief of Police
- ❖ VP of Student Affairs
- ❖ Director of Housing and Residence Life
- ❖ Director of Facilities

THE FACTS

Fires in student housing cause an average of **one death, 32 injuries, and \$15 million** in property damage per year.



Three out of four of these fires began in a **kitchen or cooking area**.

The likelihood of a fire is much greater on **weekends** and on **weekdays from 5 – 9 p.m.**



The most common months for student housing fires are **September and October**.

Fire Statistics for Albany State University Student Housing:

2021 Fire Statistics for Albany State University Student Housing:								
Residential Facility Name and Location	On Campus Address	Number of Fires	Date	Time	Cause of Fire	Injuries Requiring treatment at Medical Facility	Deaths Related to Fire	Property Damage Amount
Commons West Campus	260 Foundation Lane Albany Ga 31707	0	N/A	N/A	N/A	0	0	0
Village South West Campus	2657 Herbert Haley Rd. Albany GA 31707	0	N/A	N/A	N/A	0	0	0
Hall 1 East Campus	105 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 2 East Campus	103 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 3 East Campus	303 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 4 East Campus	301 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 5 East Campus	124 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 6 East Campus	122 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
North Hall East Campus	101 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
East Hall East Campus	103 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
South Hall East Campus	105 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Wiley Hall East Campus	202 College Drive 204 College Drive	0/0	N/A	N/A	N/A	0/0	0/0	0/0
2020 Fire Statistics for Albany State University Student Housing:								
Residential Facility Name and Location	On Campus Address	Number of Fires	Date	Time	Cause of Fire	Injuries Requiring treatment at Medical Facility	Deaths Related to Fire	Property Damage Amount
Commons West Campus	260 Foundation Lane Albany Ga 31707	0	N/A	N/A	N/A	0	0	0
Village South West Campus	2657 Herbert Haley Rd. Albany Ga 31707	0	N/A	N/A	N/A	0	0	0
Hall 1 East Campus	105 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 2 East Campus	103 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 3 East Campus	303 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 4 East Campus	301 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 5 East Campus	124 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 6 East Campus	122 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
North Hall East Campus	101 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
East Hall East Campus	103 College Hill Lane	0	N/A	N/A	N/A	0	0	0
South Hall East Campus	105 College Hill Lane	0	N/A	N/A	N/A	0	0	0
Wiley Hall Gibson Hall	202 College Drive 204 College Drive	0/0	N/A	N/A	N/A	0/0	0/0	0/0

Fire Statistics for Albany State University Student Housing:

2019 Fire Statistics for Albany State University Student Housing:								
Residential Facility Name and Location	On Campus Address	Number of Fires	Date	Time	Cause of Fire	Injuries Requiring treatment at Medical Facility	Deaths Related to Fire	Property Damage Amount
Commons West Campus	260 Foundation Lane Albany GA 31707	0	N/A	N/A	N/A	0	0	0
Village South West Campus	2657 Herbert Haley Rd. Albany GA 31707	0	N/A	N/A	N/A	0	0	0
Hall 1 East Campus	105 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 2 East Campus	103 Billy Black Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 3 East Campus	303 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 4 East Campus	301 Old Radium Springs Road Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 5 East Campus	124 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Hall 6 East Campus	122 Joseph Holley Circle Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
North Hall East Campus	101 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
East Hall East Campus	103 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
South Hall East Campus	105 College Hill Lane Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Wiley Hall East Campus	202 College Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0
Gibson Hall East Campus	204 College Drive Albany Ga 31705	0	N/A	N/A	N/A	0	0	0

Albany State University On-Campus Student Housing Fire Safety System:							
Residential Facility	Number of floors	Fire Monitoring On-Site by ASUPD	Full Sprinkler System	Sprinkle Red Trash Chute	Smoke Detection	Heat Detection	Fire Extinguisher
Hall 1	4		X	X	X	X	X
Hall 2	4		X	X	X	X	X
Hall 3	4		X	X	X	X	X
Hall 4	4		X	X	X	X	X
Hall 5	3	X	X	X	X	X	X
Hall 6	3	X	X	X	X	X	X
North Hall	3	X	X	X	X	X	X
East Hall	4	X	X	X	X	X	X
South Hall	3	X	X	X	X	X	X
Commons	3		X	X	X	X	X
Village South	3		X	X	X	X	X

Albany State University Building Evacuation and Shelter in Place Plan:

The Albany State University Emergency Operations Plan was created to provide guidance to the college community in an effort to save lives, protect property, and ensure the continued operations of Albany State University through the means of preparedness, education, and individual readiness.



Emergency Action is required whenever safety is threatened. The primary focus is to protect and prevent the loss of life to all faculty, staff, students, and visitors. The secondary concern is securing property. In order to be prepared, you should:

- ❖ Familiarize yourself with the emergency procedures and evacuation routes.
- ❖ Evacuate in an orderly manner when directed to do so by emergency personnel or at the sound of an alarm.
- ❖ Discuss emergency communication plan with your family.
- ❖ Keep a printed list of phone numbers for family and friends.
- ❖ Designate an out of town emergency contact person that can be called so that family and friends can check in and relay messages.

Albany State University Building Evacuation and Shelter in Place Plan:

The The Albany State University Emergency Operations Evacuation and Shelter in Place Plans are to be implemented upon notification from Albany State University Police Department.



In the event of a building evacuation, all students, faculty, staff, and visitors are to proceed to the nearest unobstructed exit, meet at the designated areas, and remain in place until all accounted for by the appointed designee.

In the event of severe weather conditions, all students, faculty, staff and visitors are to proceed to the designated shelters within each facility on campus and remain until accounted for and conditions permit departure. Detailed lists for each building are located on the following pages.

The Blackboard Connect 5 and Early Warning Siren Systems are available to notify faculty, staff, students, and visitors of potential disasters, inclement weather, active shooter situations, and any other activities on campus. The system WILL NOT be used for routine communications.

To receive Albany State University Connect 5 Timely Warnings and Emergency Notifications update your information *here*.

Evacuation and Shelter Information:

Albany State University East Campus Evacuation and Shelter in Place Plans:			
Building:	Address:	Evacuation Plan	Shelter in Place Plan:
Early Learning Center	101 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble across the street in HPER Gym parking lot.	Occupants should assemble in bathrooms and interior hallways without windows. Stay away from windows and doors.
HYPR	100 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the student parking located on the east side of building.	Occupants should assemble in locker rooms and sports medicine or weight room. Stay away from windows and doors.
Eula Lovett Hall	109 Joseph Holley Circle Albany GA 31705	Occupants should exit the building, cross street, and assemble in the parking area southwest of the Stadium.	Occupants should assemble in bathrooms and kitchen area. If you are in the locker room remain in place until "All Clear" notice. Stay away from windows and doors.
Quarterback Club	107 Joseph Holley Circle Albany GA 31705	Occupants should exit the building, cross street, and assemble in the parking area southwest of the Stadium.	Occupants should assemble in bathrooms or kitchen storage room. Stay away from windows and doors.
Billy C. Black	130 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the parking lot located on the south west side of the Police Department building.	Occupants should assemble in room #141, room #143, or room #150, the auditorium. Stay away from windows and doors.
Dr. Joseph W. Holley Fine Arts Center	126 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the visitor parking lot located on the south side of the building.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.
ASU Police Station Central Energy Plant	111 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the visitor parking lot located on the south side of the building.	Occupants should assemble in restrooms or room #105, room #110, or room #112. Stay away from windows and doors.
Residential Hall 5	124 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the visitor parking lot located on the southwest side of the building, near Capital Drive.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.
Residential Hall 6	122 Joseph Holley Circle Albany GA 31705	Occupants should exit the building and assemble in the Hall 6 overflow parking lot located on the south side of the building.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.

Evacuation and Shelter Information:

Albany State University East Campus Evacuation and Shelter in Place Plans:			
Building:	Address:	Evacuation Plan	Shelter in Place Plan:
James Pendergrast Memorial Library	101 Billy Black Dr. Albany Ga 31705	Occupants on the first floor should exit the building and assemble in the Reece Parking Lot. Occupants on the second or third floor should exit the building and assemble in the JPL parking lot southeast of the main entrance.	Occupants should assemble in the first-floor auditorium, Room #114. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Residence Hall 1	105 Billy Black Dr. Albany Ga 31705	Occupants should exit the building and assemble in the library parking lot east of the building.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Residence Hall 2	103 Billy Black Dr. Albany Ga 31705	Occupants should exit the building and assemble in the library parking lot east of the building.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
North Residence Hall	101 College Hill Ln. Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the baseball/softball fields.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
East Residence Hall	103 College Hill Ln. Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the baseball/softball fields.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.
South Residence Hall	105 College Hill Ln. Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the baseball/softball fields.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.
Catherine Hartnett Hall Criminal Justice Building	214 College Drive Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located in front of the building	Occupants should assemble in the first-floor auditorium, Room #111. Upper floors proceed to first floor to shelter. Do not remain on the second or third floors. Stay away from windows and doors.
James C. Reese Building	212 College Drive Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located on the south side of the building, near Hartnett.	Occupants should assemble on the first-floor hallways and rooms without windows. Proceed to first floor to shelter. Do not remain on the second floor. Stay away from windows and doors.
Dr. S.V. Sanford Gym	209 College Drive Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located near the track.	Occupants should assemble in the meeting rooms near the south entrance. Stay away from windows and doors.

Evacuation and Shelter Information:

Albany State University East Campus Evacuation and Shelter in Place Plans:			
Building:	Address:	Evacuation Plan	Shelter in Place Plan:
Peace Hall	210 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot at Sanford gym.	Occupants should assemble in conference room #127. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Daisy Brown Building	208 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot east of the building.	Occupants should assemble in offices located in Rooms #103, #104, #105. Stay away from windows and doors.
L. Orene Hall	207 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located on the north side of the building.	Occupants should assemble in the basement of the building. It is located in the rear of the building. Stay away from windows and doors.
Old President's House	205 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the rear of the building.	Occupants should assemble kitchen and bathrooms without windows. Stay away from windows and doors.
Wiley Hall and Gibson Hall	202 College Dr 204 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the west of building.	Occupants should assemble in hallways and rooms without windows. Stay away from windows and doors.
C.W. Grant Student Union	100 Dennis Drive Albany Ga 31705	Occupants on first floor should exit the building and assemble at the Caroline Hall Chimney. Second Floor Occupants should exit and assemble at Hall 3 parking.	Occupants on the first floor should assemble in restrooms. Occupants on the second floor should assemble in the dining hall and rooms #123, #124, #133, #169, #175, and #176. Stay away from windows and doors.
Chilaca Hall 4	301 Old Radium Springs Road Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the C.W. Grant Student Center.	Occupants should assemble in the storage room. Stay away from windows and doors.
Residential Hall 3	303 Old Radium Springs Road Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the C.W. Grant Student Center.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Residential Hall 4	301 Old Radium Springs Road Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located at the C.W. Grant Student Center.	Occupants should assemble in hallways and rooms without windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Ophelia G. Andrews Hall	216 College Dr. Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located on the south side of the building, near Hartnett.	Occupants should assemble on the first-floor hallways and rooms without windows. Proceed to first floor to shelter. Do not remain on the second floor. Stay away from windows and doors.
ROTC Military Science	217 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located in front of the building.	Occupants should assemble in the hallways or classroom with no windows. Stay away from windows and doors.
Simmons Hall	200 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located in front of the building.	Occupants should assemble in the auditorium located on the first floor in room #101 Or rooms #103, #111, or #112. Stay away from windows and doors.
Facilities Management	201 College Dr Albany Ga 31705	Occupants should exit the building and assemble in the parking lot located across from Simmons.	Occupants should assemble in rooms #104, #105, #106, #116 and #117. Stay away from windows and doors.

Evacuation and Shelter Information:

Albany State University West Campus Evacuation and Shelter in Place Plans:			
Building:	Address:	Evacuation Plan	Shelter in Place Plan:
B.R. Tilley Academic Services K Building	North Campus Dr. Albany Ga 31707	Occupants should exit the building and assemble in the grassy area north of faculty parking lot.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
A Building ASU PD Technology and Post Office	North Campus Dr. Albany GA 31707	Occupants should exit the building and assemble in the grassy area near flag pole.	Occupants should assemble in restrooms and interior hallways without windows. Close all doors/windows. Stay away from windows and doors.
I Building Business and Social Science	East Access Dr. Albany GA 31707	Occupants should exit the building and assemble in the grassy area east of the building by crossing East Access Drive.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
B Building Dental Hygiene and Math Lab	East Access Dr. Albany GA 31707	Occupants should exit the building and assemble in the grassy area east of the building by crossing East Access Drive.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
J Building Allied Health	East Access Dr. Albany Ga 31707	Occupants should exit the building and assemble in the parking area south of the building.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows. Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
C Building Student Center Ram Central	Darton Lane Albany GA 31707	Occupants should exit the building and assemble in the parking area south of the building near the Alpine Tower and Challenge Course.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows. Upper floors proceed to first floor to shelter in the dining hall entry of the ballroom. Do not remain on the upper floors. Stay away from windows and doors.
West Campus Event Center	Darton Lane Albany GA 31705	Occupants should exit the building and assemble in the gym parking area southwest of the building.	Occupants should assemble in hallways and rooms without windows. Stay away from windows and doors.

Evacuation and Shelter Information:

Albany State University West Campus Evacuation and Shelter in Place Plans:			
Building:	Address:	Evacuation Plan	Shelter in Place Plan:
C.D. McKnight Building F Building	Darton Lane Albany GA 31707	Occupants should exit the building and assemble in the intramural field/walking track west of the building by crossing West Access Drive.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
L Building Nursing	West Access Road Albany GA 31707	Occupants should exit the building and assemble in the intramural field/walking track west of the building by crossing West Access Drive.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows Upper floors proceed to first floor to shelter. Do not remain on the upper floors. Stay away from windows and doors.
Harold B. Wetherbee Library and Testing Center G Building	North Campus Dr Albany GA 31707	Occupants should exit the building and assemble in the intramural field/walking track west of the building by crossing West Access Drive.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows Do not remain on the upper floors. Stay away from windows and doors.
E Building Gym Physical Education	Cavalier Drive Albany GA 31707	Occupants should exit the building and assemble at the tennis courts southwest of the building.	Occupants should assemble in hallways and restrooms without windows. Assemble in locker room or weight room. Stay away from windows and doors.
H Building Central Receiving	Meadowlark Dr Albany GA 31707	Occupants should exit the building and assemble in the parking area south of the building near the Alpine Tower and Challenge Course.	Occupants should assemble in hallways and restrooms without windows. Stay away from windows and doors.
D Building Plant Operations	Meadowlark Dr Albany GA 31707	Occupants should exit the building and assemble in the visitor parking lot located on the south side of the building.	Occupants should assemble in hallways and restrooms without windows. Stay away from windows and doors.
Residential Commons	260 Foundation Lane Albany GA 31707	Occupants should exit the building and assemble at the northeast corner of Foundation Lane.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows Do not remain on the upper floors. Stay away from windows and doors.
Residential Village South	2657 Herbert Haley Rd. Albany GA 31705	Occupants should exit the building and assemble at the grassy area east of the building.	Occupants should assemble in hallways and rooms without windows. Close all doors/windows Do not remain on the upper floors. Stay away from windows and doors.