

ALBANY STATE UNIVERSITY

2016

Annual Security and Safety Report



Albany State
University 
UNIVERSITY SYSTEM OF GEORGIA

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Understanding the 2016 Annual Security Report

On January 1, 2017, Albany State University and Darton State College will become one institution because of consolidation. Both institutions have merged their policies and procedures so that they can provide consist guidance for the college community. In addition, all law enforcement personnel are Albany State University Police Department personnel. It is important to highlight these progressive changes upon the publication of this 2016 Annual Security Report. Readers will find that this report contains policy and procedure information consistent across the two institutions as well as crime statistics and fire statistics for calendar years 2013, 2014, and 2015 for both Albany State University and Darton State College. In all the entire campus community of Albany State University and Darton State College, continue to focus on the safety and security of the two campuses as reflected in the following document.

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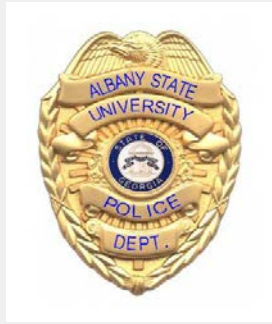
Dr. Arthur N. Dunning, President

Albany State University

Greetings: One of the many ways in which we work to ensure students are able to achieve their dreams is by implementing and maintaining systems that support a safe campus environment. I'm extremely proud of the proactive measures continuously taken by our campus police in support of the overall academic achievement and development of our students. Through partnerships with fellow local and state police agencies, the use of high tech surveillance, and ongoing crisis management training we fortify the institution's commitment to public safety.

As result of these measures we are respected and known for having one the safest campuses within the University System of Georgia (USG).

Dr. Art Dunning



Greetings from the Chief of Police

On behalf of the members of the Albany State University Police Department, I want to thank you for your interest in our Annual Security and Fire Safety Report. We are required to publish this report, which contains valuable information for our campus community. We also publish the report to comply with important provisions of the Clery Act.

The Albany State University Police Department is committed to maintain the highest standards of professional ethics and integrity with a spirit of excellence. We are committed to the philosophy of the entire campus community involvement in crime prevention methods. We build partnerships and coalitions with faculty, staff, and students to identify and recommend solutions to problems with the goal of improving the quality of life. The Annual Safety Report is provided to the campus community every year on October 1.

This report will comply with the important provisions of Clery Act. It is the responsibility of everyone at Albany State University and Darton State College to comply with the Clery Act. We strongly encourage you to review the information published. This information will help you to be familiar with victim's rights and other rights provided through the institutions for victims of crimes.

Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. Campus safety is a collaborative effort at Albany State University and Darton State College therefore we partner with the many departments at both institutions that have a critical role in fostering campus safety, including the Division of Student Affairs and other University Offices.



John Fields, Jr.

Chief of Police

Albany State University Police Department

Annual Safety Security Report

Reporting Crimes and Other Emergencies

We encourage the college community to report all crimes that occur on the campuses of Albany State University and Darton State College along with all suspicious activities to the Albany State University (ASU) Police Department. The ASU Police Department is operational 24 hours a day and someone is available via telephone or in person. If crimes go unreported, it limits the possibility to help other members of the community from also being victims. We encourage the campus community to report crimes promptly and to participate in and support crime prevention efforts. The campus community will be much safer when all the community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the institution or criminal justice system, we ask that you consider filing a voluntary, confidential report. The Albany State University Police emergency and non-emergency number is (229) 430-4711. On the Albany State University campus, the police department is located in the Central Plant location on Joseph Holley Drive across from the Billy C. Black Building. On the Darton State College campus, the police department is located in Building A, Technology Building Room 133.

Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personal identification confidential. The confidential reports allow the institutions to compile accurate records on the number and types of incidents occurring on campus.

Voluntary and Confidential Reporting

If crimes go unreported, it limits the possibility to help other members of the community from also being victims. We encourage the campus community to report crimes promptly and to participate in and support crime prevention efforts. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action with the institutions or criminal justice system, we ask that you consider filing a voluntary report while maintaining your confidentiality.

The confidential reports allow the institutions to compile accurate records on the number and types of incidents occurring on the campuses. Reports filed in this manner are accounted and disclosed in the Annual Security and Fire Safety Report.

The purpose of a confidential report is to comply with your wish to keep your personal identifying information private, while taking steps to ensure your safety and the safety of others.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Albany State University Police Department's crime reporting line. Our Crime Rammers Anonymous line is (229) 430-7963. We can ensure you that your information will remain confidential within the ASU police investigation unit.

By policy, we do not attempt to trace the origin of the person who submits this form, unless such is necessary for public safety. Person may also report crime through the Albany/Dougherty Crime Stoppers at (229) 436-TIPS (8477).

Reporting to Albany State University Police

We encourage all members of the campus community to report all crimes and other emergencies to the Albany State University Police in a timely manner. Our police department has a Command Center housed with a dispatcher 24 hours a day for emergencies and information purposes. The number to the ASU Command Center is (229) 430-4711. During regular business days and hours, you can also contact the ASU police at (229) 430-4712 or (229) 430-2728. Though there are many resources available, the campus police department should be notified of any crime whether or not an investigation continues to assure the institutions can assess all security concerns and inform the community if there is a significant threat to the campus community.

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

1. Nature of the incident
2. Persons involved in the incident
3. The number from where you are calling
4. Your name and address for the police record
5. Any noticeable injury
6. Any noticeable weapon (s)
7. Any information you feel is necessary or important

If you are interested in reporting a crime anonymously, you can utilize the Albany State University Police Department's crime reporting at (229) 430-7963. By policy, we do not attempt to trace the origin of the person who submits this form, unless such is necessary for public safety.

Should an assault or a sexual assault take place, report it to ASU Police immediately. If an assault occurs, please do not disturb the scene by clearing or removing any evidence. It could be detrimental to the case. Notify ASU Police as soon as possible. The ASU Police Department in conjunction with the Office of Student Affairs will arrange counseling and other treatment. Any changes in your living or academic situation will be made on a case-by-case basis.

Emergency Phones

On the Albany State University campus, there are 32 emergency phones installed throughout the campus, and on the Darton State College campus, there are 34 emergency phones installed throughout. The phones are located around the academic buildings, public buildings and residence halls on campus. All of the emergency phones are linked to the Albany State University Police Dispatch Command Center.

Safety Programs:

Albany State University Police, Student Affairs, Housing, Residential Life, and other organizations shall present the following safety programs on a regular basis as well as provide these programs upon the request from any campus department or organization:

The safety programs are:

- Drugs / Alcohol abuse and prevention
- Sexual Assault Prevention
- Campus Watch
- Crime Prevention

- Theft Prevention
- Civil Liability for Student Organizations
- Domestic Violence Prevention
- RAD (Self Defense for Women and Men)

In our efforts to promote safety awareness, the ASU Police maintain a strong working relationship with the community. This relationship includes offering a variety of safety and security programs. To request a safety program presentation, submit a written request at least five (5) working days in advance to the director or coordinator of any programming unit on campus. The Director/Coordinator of the unit will then advise you on the availability of an internal or external instruction.

Safety tips for students:

You should immediately report any crime, suspected crime, suspicious circumstances or person to the ASU Police day or night.

- Never leave your personal property unattended. If leaving your room lock the door. If in any classroom, office or in the library, take your possessions with you.
- When walking on or off campus at night, employ the “Buddy System” and walk with friends. Also, let friends know when and where you are going, how long you are going to be gone, and what time you are expect to return. This alerts them if you are overdue and gives them a reference point to locate you.
- Park your vehicle in a lighted parking area. Always lock your vehicle. Do not forget to take the keys out of the ignition. Do not leave CD’s, tapes or other valuables in plain sight. Lock them in the trunk or take them with you.
- Properly lock and secure your bicycle to a bike rack. Use a strong chain and lock.

Reporting to Other Campus Security Authorities

While the institutions prefer that community members promptly report all crimes and other emergencies directly to the Albany State University Police at (229) 430-4711 or 911, we also recognize that some may prefer to report to other individuals or institution offices. The Clery Act recognizes certain institution officials and offices as “Campus Security Authorities (CSA). “The Act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” While both campuses have identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

On the Albany State University Campus

Official	Campus Address	Phone Number
Campus Police ASU Police Dept.	Central Plant 504 College Drive Albany, GA	(229)430-4711 and (229)430-4712
Vice President for Student Affairs and Success	504 College Drive Albany, GA Student Center Red Zone 2 nd Floor	(229)430-3608 and (229)903-3604
Director for Human Resources	3 rd Floor Office 382 504 College Drive Billy C. Black Building	(229) 430-4622
Student Activities and Office of Student Ethics and Integrity	Student Center Red Zone 2 nd Floor	(229)430-3601 and (229) 430-7030
Office of General Counsel	3 rd Floor Office 383 504 College Drive Billy C. Black Building	(229)430-0577 and (229)430-2799
The Office of Residence Life, including RAs, GAs and RLCs	504 College Drive Hall 3 1 st Floor	(229)430-1875 and (229)430-4741

On the Darton State College Campus

Official	Campus Address	Phone Number
Campus Police ASU Police Dept.	A-133 Technology Building 2400 Gillionville Road	(229) 430-4711 and (229) 430-4712
Vice President for Student Affairs and Success/ Dean of Students	C-221 Student Center 2400 Gillionville Road	(229) 317-6260
Director for Human Resources	Building K room 209 2400 Gillionville Road	(229) 317-6247
Interim Director of Campus Life	C-161 Student Center 2400 Gillionville Road	(229) 317-6500

Pastoral and Professional Counselors

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

It is up to the Campus Community to Keep Us All Safe

Albany State University and Darton State College take great pride in the community by offering students, faculty, and staff many advantages. Our beautiful campuses are great places to live, learn, work, and study. However, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Albany State University and Darton State College have taken progressive measures to create and maintain a reasonably safety environment on the campuses.

Though the campus community is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting on the campuses.

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Albany State University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the University Police and information provided by other institution offices such as Student Affairs and Success, Residence Life, other Campus Security Authorities, and local law enforcement agencies surrounding the two campuses. Each of these offices provide updated policy information and crime data.

This report provides statistics for the previous three calendar years concerning reported crimes that occurred on the campuses, in certain buildings, property owned, leased or controlled by Albany State University and Darton State College. This report also includes institutional policies concerning campus security, such as policies regarding assault, alcohol and other drugs.

The Annual Security and Fire Safety Report is distributed to the campus community by October 1st each year. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the University Police at (229) 430-4711.

About the Albany State University Police Department

Albany State University Police Campus Authority and Jurisdiction

Authority and Jurisdiction:

The powers of authority for The ASU Police Department are assigned from the Georgia Code annotated, section: **Georgia O.C.G.A. 20-3-72** The authority of ASU Police and other security personnel to make arrests on and within 500 yards of any property owned or controlled by the Board of Regents within the State of Georgia. (Acts 1968.p.370; 1974, p.611). The Albany State Police is empowered to make ethical and sound police decisions on both ASU and Darton Campuses. The police department can and does use other public safety agencies under current MOU'S to ensure best safety practices are conducted.

Facts about Albany State University Police:

The department is comprised of

- Police Officers
- Security Officers
- Dispatchers
- Parking Services Coordinator
- Office Manager
- Work Study and Student Assistants

The police staff has specialized training such as radar, active shooter, drug testers, post instructors, FEMA training, GEMA training, NIMS certification, CIT certifications and Crime prevention, etc.

In addition, the department is associated with several professional associations: the American Jail Association, Georgia Sheriff's Association, Albany/Dougherty Crime Stoppers, HBCU Chief's Association, Police Executive Research Firm, International Chief's Association and Georgia Chief's Association.

Officer Training:

The officers of the ASU Police Department come with varied backgrounds, in not only law enforcement, but military experience as well. The majority of the departmental personnel are college graduates holding academic degrees in areas of Management, Criminal Justice, Sociology, and Education, or are currently pursuing an education at Albany State University and Darton State College.

All members of the ASU Police Department attend specialized training beyond the state-mandated 20-hour requirements for their continued certification. These areas of training include but are not limited to campus law enforcement training, community oriented policing, criminal investigation, crime prevention, bicycle patrol, first aid and C.P.R, cultural diversity, and emergency management training. The departmental standard is for every officer to obtain over 80 hours of training per year that vary between in house and other outside training sources.

Albany State University Police Officers are commissioned under the scope of Georgia Law and Georgia Peace Officer Standards and Training Council (P.O.S.T.), and have the same authority as municipal police officers in Georgia. They are authorized to carry firearms and empowered to make arrests. All criminal incidents on Albany State University and Darton State College campuses are investigated by the Albany State University Police. All crimes that occur on either campus or institution property shall be reported to ASU Police Department.

As stated in the mission statement “The Albany State University Police Department will maintain the highest standards of professional ethics and integrity with a spirit of excellence. We are committed to the philosophy of involving the entire campus community in policing. We will build partnerships and coalitions with staff, faculty and students to identify and recommend solutions to the problems with the goal of improving the quality of life on campus.”

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The Albany State University Police department maintains a cooperative relationship with local law enforcement and federal agencies such as: The Albany Police Department, The Dougherty County Sheriff’s Department, The District Attorney’s office, The Federal Bureau of Investigations (FBI), The United States Secret Service, The Georgia Bureau of Investigations (G.B.I.), The Georgia State Patrol (G.S.P.), and other State College/University Law Enforcement Agencies. This includes NIMS guidelines, to include intraoperative radio.

Albany State University and Darton State College also has (MOU’s) Mutual Aids of Understanding with local law enforcement agencies that are in place for crisis and/or the need for additional assistance. Such agencies include Albany Police Department, Albany Technical College Dougherty County Sheriff’s Office, Dougherty County Police Department, and Dougherty County School System Police Department.

Crimes Involving Student Organizations at Off Campus Events/Locations

Albany State University and Darton State College rely on close working relationships with local law enforcement agencies to receive information about incidents involving students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the Albany State University Police will actively investigate certain crimes occurring on or near the campuses. If the ASU Police Department learns more details of criminal activity involving students or student organizations, they will coordinate with appropriate external law enforcement agencies, to forward information about the situation to the Office of Student Ethics and Integrity.

Albany State University and Darton State College require all recognized student organizations to abide by federal, state, and local laws, and University regulations. The institutions may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a *Substantial University* Interest as defined in Student Code of Conduct policy:

https://issuu.com/asuonline/docs/asu_student_code_of_conduct_fy16-17?e=25561142/37003787

Timely Warning Reports- Crime Alerts

In an effort to provide timely notice to the campus community in the event of a Clery Act Crime that may pose a serious or ongoing threat to members of the campus community, the Albany State University Police Department issues "Crime Alerts." The University Police will generally issue Crime Alerts for the following Clery crimes: Arson, Aggravated Assault, Criminal Homicide, Robbery, Burglary, Sex Assaults, and Hate Crimes. The ASU Police Department will post these warnings through mass notifications, including but not limited to posters, e-mails, and media. The Albany State University Police Department also has the ability to send text message alerts to those who register their cell phone numbers in our mass notification system, Connect 5. Alerts will be sent to individuals on the Albany State University Campus as well as the Darton State College campus.

The purpose of these *CRIME Alerts* is to notify the campus community of the incident and to provide information that will enable community members to protect themselves from similar incidents. Crime Alerts will be issued whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include Clery Act crimes that are reported to any campus security authority or the local police, and those the institutions determine are incidents that represent an on-going threat to the campus community.

Additionally, the institutions may issue Crime Alerts when there are patterns of crimes against persons or property. For both institutions, the Chief of Police of Albany State University or the Emergency Management Coordinator will generally make the determination, in consultation with the ASU Police Department Dispatchers, if a Crime Alert is required. However, in emergencies, any police supervisor may authorize a Crime Alert. For incidents involving off-campus crimes, the institutions may issue a Crime Alert if the crime occurred in a location used and frequented by the campus community.

Albany State University Emergency Disaster and Operations Plan Emergency Management at Albany State University & Darton State College

The Office of Emergency Management within the Albany State Police Department is responsible for the Comprehensive Emergency Management Plan for both campuses. This plan is designed to be an All-hazards Disaster Response and Emergency Management Plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

The Albany State University/ Darton State College Emergency Operation Plan includes information regarding shelter-in-place and evacuation guidelines, in compliance with the Board of Regents goals for each university.

Albany State University and Darton State College emphasize the education of students, faculty, staff and visitors to minimize hazards and behaviors that can lead to physical and mental injuries, loss of life, and other impurities in the event of a crisis or natural disaster. The Albany State University Police Department has developed a plan designed to prepare for, respond to, mitigate and to recover from any crisis that may affect the campus community.

The emergency disaster plan provides guidelines for campus administrators to maintain order and integrity in the face of serious disorders and disruptions on campus. The plan also identifies hazards most significant to the institutions. It identifies the emergency team responsible for implementing the plan and outlines institutional policies and procedures for dealing with emergencies; provides guidance on proper response and communication involving disasters; and delineates post recovery actions. A communication plan is included for pre-emptive and reactive crisis management policies.

The plan is only a guide necessary to cope or deal with a crisis, it is not to be used as a means to predict a begging nor ending for a crisis event. The objective is to respond to and control any situation that occurs on the campuses, which may threaten the safety of the overall campus community.

This plan will provide an appropriate timely response, with a timely recovery guideline, through the termination phase from the crisis at hand. The campuses policies and procedures are expected to be followed by all campus administrators whose responsibilities and authority cover the operational procedures found in this plan. Campus emergency operations will be conducted within the framework of institutions' guidelines.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Albany State University Police Chief who is one of the co-chairs for the safety committee. They will then be submitted in writing to the ASU President and his Cabinet for evaluation and approval.

Emergency drills are planned for the academic year that includes participation from faculty, staff and students. Local emergency responders will be included in some small-scale drills and on a larger scale with a larger scale. The emergency plan is updated on a yearly basis to ensure that any changes and updates are made. Trainings are conducted by ASU Police Department hosted forums, through information blasts sent out to the campus community that include tips specific to emergency incidents, training videos constructed and facilitated by the ASU Police Department, and also hard copy information pamphlets that can be retrieved from the Police Department.

The plan can be accessed through the following link: [Emergency Operations Plan 2016](#).

Emergency Notification

Albany State University and Darton State College are committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on or in the local area, which poses an immediate threat to the health and safety of campus community members. Both institutions use the emergency notification system, which sends out voice phone messages, emails, and texts to the campus community.

Family members of the students are encouraged to take part in the opportunity to connect to the system as well. The Black Board Connect 5 Emergency Notification System is an emergency notification service available to students, staff, and anyone in the campus community who wants to subscribe. Connect 5 can be used to send emergency messages within minutes of the occurrence of the incident. Alerts sent by Connect 5 are simulcast to the campus community via website and social media.

Albany State University Police Department performs monthly test through a select group, and offers a wide range test during the yearly emergency drill. Additional information can be obtained from the Albany State University and Darton State College webpages, as well as through local news media sources.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include the mass notification system Black Board Connect 5, the University email system, verbal announcements within a building, and public address system on police cars. Both institutions will post updates during a critical incident on their homepage (www.asurams.edu and www.darton.edu) and if the situation warrants, the institutions may activate portions of the Emergency Operations Center.

Initiating the Emergency Notification System in the event of a Dangerous Situation

The ASU Police Department and other campus first responders may become aware of a critical incident or other emergencies that potentially affects the health and safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the ASU Police Dispatcher.

Once first responders confirm that there is an emergency, first responders will notify supervisors in the ASU Police Department or other authorized institution offices to issue an emergency notification.

The institution's Authorized Representatives will immediately initiate all or some portions of the campus Emergency Notification System. If notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the institution may elect to delay issuing an emergency notification. This will be at the discretion and professional judgment of the first responder. As soon as the condition that may compromise efforts is no longer present, the institution will issue the emergency notification to the campus community.

Notification Segments

Albany State University Police and or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the area of the dangerous situation will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members.

In addition to the emergency notification that will be issued via the mass notification system, the campuses will also post applicable messages about the dangerous conditions on institutions homepages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of an entire campus, institution officials will distribute the notification to the entire campus community.

Notifications Contents

The officer responsible for issuing the emergency notification (the Albany State University Police Department Dispatcher or Designee) will determine the contents of the notification with the institution and local first responders. The institutions have developed a wide range of template messages addressing different types of emergencies. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases, where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard themselves and the community.

Black Board Connect 5 Emergency Notification System

Albany State University and Darton State College use collective means to notify the campus community of a crisis, emergency, or potential threat to human life. One of those systems is the Black Board Connect Ed System. Faculty, staff, students and family members are highly encouraged to be connected so they will be made aware of any potential threatening situation. It is a directive for both Albany State University and Darton State College that all students, Faculty and Staff are entered into the Black Board system upon joining the institutions. Students, Faculty, and Staff will need to opt out of the system at their own request.

Procedure: Currently the system is managed by the Albany State University Police Department. The Communications Officer will send an approved message to the campus community in the event of a crisis. The Chief of Police and Police Major are secondary senders.

STEPS TO UPDATE YOUR PORTAL ACCOUNT

*ASU Connect 5 Emergency Notification System

- Enter the email address that you initially used when you first created the portal account.
- Update your information by clicking on the appropriate link.
- Always remember to click save after making any changes.
- You may gain access to the portal from any device that has internet capabilities and make the changes. The portal must always be utilized to make changes to the Campus Alert System information.
- For more information or assistance, please contact Albany State University Information Technology Services Help Desk at (229) 430-4909 or (229) 317-6704 on Darton's campus.
- If you have already created a portal account, login to the portal using either your employee ID (for faculty and staff) or RAM ID (for students).

*Darton Urgent & Crisis Communication System (DUCC)

<http://www.darton.edu/TSD/ducc.php>

REGISTER VIA THE ASU PORTAL TO RECEIVE ALL ASU CONNECT 5 EMERGENCY ALERTS

Make sure you are registered via the ASU portal to receive all ASU Connect5 Emergency Alerts. You can register up to ten phone numbers. The system can expand the messages to reach recipients through voice phone calls, text messages, email, Facebook and twitter.

Steps to Ensure Notification

- Update your information via the ASU/DUCC portal often to include current information to receive Connect 5 ASU Emergency Alerts.
- If your contact information has changed since your enrollment or hire date, please log in to the Campus Alert System Portal using the link below and either sign up (if you don't already have an account) or log in.
- The Connect5 system utilizes severe warning sounds that chime and has voice notification options.
- Be familiar with the emergency evacuation route for each building on the ASU campus.

The ASU Police Department and or local first responders under the NIMS guideline will make a determination on the scene of a critical incident or dangerous situation for notifying the campus community. A wide range of template messages have been developed to send out as emergency alerts. The ASU PD Dispatchers have the authority from the Chief of Police to execute an emergency notification when needed. The ASU EMS Coordinator and the Chief of Police are secondary senders. Both campuses also have emergency sirens that can be activated by the dispatchers or the supervisor on duty.

Access to University Facilities

On the Albany State University campus, administrative buildings generally are open from 8:00 a.m. until 5:00 p.m. The campus buildings may have additional hours pending approval for building usage from the building coordinators. Access to individual classrooms and laboratories is limited to those enrolled in the courses meetings there. Many cultural and athletic events held in the University Facilities are open to the public. Other facilities such as the bookstore, occasionally the library and the student center are mostly open to the public.

All building key control request shall go through the facilities management department.

On the Darton State College campus, the processes are the same.

Consideration for Residence Hall Access:

At Albany State University and Darton State College campuses, all residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. The side doors have alarms that can be activated if the door is left open an extended amount of time. When a door is malfunctioning, personnel summoned for immediate repair.

Only residents and their invited guests are permitted in living areas of the residence halls. It is resident's responsibility to ensure that his/her guest is aware of the campus and residence hall policies. Guests are not provided with room keys or access cards. A resident of the building must escort guests of the opposite sex at all times. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as either residents or guests of residents.

On the Darton Campus, students are required to sign their guest in with a student worker at each dorm using their student ID number or a Driver's license number for those who are not students. Up until 8pm, the Student worker will be responsible, and then from 8pm-11pm the R.A's will be responsible for signing the guest in. A resident must escort Guest at all times. The cutoff time for guest will be 11 pm when the lobby closes.

The Albany State University Police increases officer presence in the residence halls after 10pm. Student workers (RAS) are assigned to help monitor their residence halls. There may be staggered holiday schedules put in place to ensure continued monitoring of the buildings. The access doors will remain locked.

Security Considerations for the Maintenance of Campus Facilities

Albany State University and Darton State College are committed to campus safety and security. At both campuses locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Maps showing the best-lit and most traveled routes across the campuses are available by contacting Albany State University Police Department at (229) 430-4711.

Environment Health & Safety, in conjunction with representatives from the Albany State University Police department, conduct surveys of both campus properties twice each year to evaluate campus lighting. At both institutions, there are adequate walkways, parking lot and roadway lights that provide illumination on campus. We encourage community members to promptly report any security concerns, including concerns about locking mechanism, lighting, or landscaping to the ASU Police Department.

Campus Security Polices, Crime Prevention and Safety Awareness Programs

In addition to the many programs offered by the ASU Police Department and other institution offices, both campuses have an established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

RAM ROC (Risk Observation Council)

Albany State University extended its efforts on emergency preparedness and prevention with establishing the RAM ROC team. The objective of the team is to put in place a structured process for evaluating potentially threatening situations that occur at Albany State University. The team consists of the Faculty and Staff to include legal counseling, Chief of Police, VP of Student Affairs and Success. In order to extend our efforts on emergency preparedness and prevention, Albany State University has established a Behavior Threat Management Team. The objective of the Behavior Threat Management Team (RAM ROC) is to put in place a structured process for evaluating potentially threatening situations that occur at the University. The multidisciplinary team is comprised of members from around the University community.

C.A.R.E. .E. (Crisis Awareness Response and Education) Team

The C.A.R.E. team is a collective body of stakeholders from across Darton State College, which receives referrals and notices pertaining to Darton community members (i.e., students, faculty, staff, and guest) concerns. The team collects information and then identifies and responds to sudden and negative events that may affect the community. The primary objective of the committee is to reduce the potential risk and properly respond to crises. Examples of issues that fall under the preview of the C.A.R.E. team include but are not limited to:

- Suicide
- Eating disorder
- Cutting
- Serious injury or illness
- Death of a student
- A missing student/homelessness
- Immediate danger/harm
- Sexual Assault
- Worrisome or unusual behavior
- Disruption in classroom
- Threats, stalking, intimidation
- Bullying/Hate crimes

For more information, contact **Mr. Rocco Cappello, Interim Assistant VPSA**, at **229-317-6260**, or visit his office, C-210.

Weapon Policy

Possession or Use of Firearm or Lethal Weapons:

The University prohibits the possession or use of privately owned firearms or lethal weapons on campus, including those in vehicles. The possession, carrying and use of weapons, ammunition, or explosives is prohibited on University owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the University.

ASU Police will initiate the appropriate criminal action against any person found in violation of this state felony law. (Georgia Code 16-11-127.1)

As of July 1, 2016, the State of Georgia added the following paragraph to Georgia Code 16-11-127.1, permitting possession of certain electroshock devices (Tasers):

“(19) Any person who is 18 years of age or older or currently enrolled in classes on the campus in question and carrying, possessing, or having under such person’s control an electroshock weapon while in or on any building or real property owned by or leased to such public technical school, vocational school, college or university or other public institution of postsecondary education; provided, however, that, is such person makes use of such electroshock weapon, such use shall be in defense of self or others. The exemption under this paragraph shall apply only to such person about such electroshock weapon. As used in this paragraph, the term ‘electroshock weapon’ means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or Taser as defined in subsection (a) of Code 26 Section 16-11-106.”

The addition to Georgia Code 16-11-127.1 applies to all University System of Georgia property to include Albany State University and Darton State College.

Crime Prevention and Safety Awareness Programs

By definition, an **“Awareness Program”** involves training strategies and tactics for educating the campus community and making them aware of security concepts. In an effort to promote safety awareness, the Albany State University Police Department maintains a strong working relationship with the campus community. The relationship includes offering a variety of safety and security programs, services and crime prevention programming. Specific programming is conducted each semester or on an as needed basis when requested. If you or your organization would like to request a specific program, please contact the Albany State University Police Training Division.

Programs Conducted by the University on a Semester Basis or as Requested

1. Hazing Awareness- Albany State University Police Department
2. Sexual Assault- Albany State University Police Department
3. Drugs / Alcohol abuse and prevention- Albany State University Police Department
4. Sexual Assault Prevention- Albany State University Police Department
5. Campus Watch- Albany State University Police Department
6. Crime Prevention- Albany State University Police Department
7. Theft Prevention- Albany State University Police Department
8. Civil Liability for Student Organizations- The Office of Student Ethics and Integrity
9. Domestic Violence Prevention- Albany State University Police Department
10. RAD (Self Defense for Women and Men)- Albany State University Police Department

The Office of Student Ethics and Integrity

The mission of the Office of Student Ethics and Integrity is to promote a safe, orderly, and civil campus community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Student Code of Conduct

The Office of Student Ethics and Integrity is responsible for administering the Code of Conduct for Students, which articulates the behavior standards and the equitable procedures employed by the University to respond to allegations of student misconduct.

The Code of Conduct for Students is administered at all properties owned by Albany State University and Darton State College, and may address off campus student misconduct when a student's behavior affects a Substantial University Interest.

Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the institutions. Students residing in institution-based housing may also lose the privilege of living on campus for violating the institution's rules and regulations or conditions of the housing contract.

The Zero Tolerance Policy also governs this office.

Zero Tolerance Policy:

A Zero Tolerance Policy is one, which requires a severe penalty to be imposed, which is unbending in its imposition, and often does not give allowance for extenuating circumstances. It is, as it states, completely intolerant of the behavior for which it requires consequences, no matter what. As part of “Zero Tolerance Policy”, Albany State University and Darton State College will take disciplinary action for any and every alcohol, drug, weapon, sexual misconduct, hazing, gang related activity violation on campus. ASU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community.

Formal hearing cases are completed:

Depending on the type of case, the following boards may conduct a hearing:

- a. **University Disciplinary Committee (UDC):** Charged with hearing alleged violations of the Student Code of Conduct referred by the Office of the Vice President of Student Affairs.
- b. **Academic Review Committee (ARC):** Charged with hearing alleged violations of the Academic Integrity Value, including but not limited to plagiarism, cheating, misrepresentation and/or fabrication of one’s work and all other forms of academic dishonesty shall be referred to the ARC by the Vice President of Academic Affairs or Vice President of Student Affairs (if deemed appropriate).
- c. **Housing Review Board (HRB):** Charged with hearing alleged violations of Residence Hall policies, rules and regulations, by residents and/or their guests.
- d. **Interim Suspension Committee (ISC):** The interim Suspension Committee (ISC) hears all interim suspension cases at the student’s request and may affirm the original decision and temporary exclusion until a full disciplinary proceeding has concluded or the panel may recommend that the interim suspension be lifted. The VPSA or his/her designee will consider the recommendation of the panel, but is not bound by the recommendation. **(See Student Code of Conduct for full description of University Hearing Boards).**

In most cases, the Office of Student Ethics and Integrity will also assign development and educational interventions. They are designed to promote greater awareness, improved decision-making for students, and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, the Office of Student Ethics and Integrity may assign an Interim Suspension and/or other actions, designed to protect the health and safety of the community and members therein.

The Office of Student Ethics and Integrity along with Student Activities provides outreach programming designed to inform and educate students and to promote Albany State University principles. Please visit the web at Affairs FAQ’s page. You may find the [Student Code of Conduct](#), [Student Conduct Investigation and Disciplinary Proceedings](#) and links to all policy and procedural guidelines related to the Student Conduct process.

Parental Notification policy

Albany State University and Darton State College reserve the right to report student discipline information to the parents or legal guardians of students.

The Office of Judicial Affairs has the right to notify parents of judicial incidents and sanctions in accordance with Family Educational Rights and Privacy Act of 1974 (FERPA). As outlined in the Student Code of Conduct, the Judicial Affairs Office will notify your parents or guardians each time you are found to have violated the Student Code of Conduct policies on the use of possession or alcohol or other drugs while under the age of 21. We do not notify guardians of any other violations nor do we send out police reports. In addition, if there is a concern for a student's health or safety, the parents or guardians will be notified.

Albany State University and Darton State College may also report non-alcohol or drug related incidents to parents or legal guardians of dependent students under circumstances described in the Student Guide to General University Policy and Rules.

Personal Safety

Theft, disorderly conduct, and alcohol related offense are very common on college campuses. However, they do not stand-alone. Despite law enforcement's efforts, serious crimes on campus do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often are unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize they have been victimized. Additionally, crimes of that nature are very difficult for victims to report for a number of very complex reasons. You should be more alert and aware if you are faced with crimes of this nature.

It is important to know your surroundings

Always be alert

Call for Help- Scream as loud as you can

Report any suspicious people and/or activities immediately to the police.

Defining Rape & Sexual Assault

In Georgia, **Rape** is defined under O.C.G.A. § 16-6-1 as a “male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs.” The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years’ imprisonment, followed by probation for life.

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

In Georgia, the term *Domestic Violence* is not defined but Family Violence is defined under OCGA § 19-13-1 as “The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony or (2) Commission of offenses of battery, simply battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass”.

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

In Georgia, **Stalking** is defined under OCGA § 16-5-90 as “(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. 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 have been made.

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

In Georgia, **Consent** is not defined in reference to sexual activity. However, Albany State University and Darton State College define Consent 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 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. Minors under the age of 16 cannot legally consent under Georgia law.”

Our Commitment to Addressing Sexual Assault/Rape

The Albany State University and Darton State College does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, institutional policies, and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions through the Office of Student Ethics and Integrity and /or those outlined in applicable institutional policies.

- Sexual Assault Exams are paid for through fund allocated by the State of Georgia. Albany State University and Darton State College will furnish or take of medication that it has in stock via the Health Center at Albany State University.
- A Victim Resource Officer/Counselor is available to all victims of crimes. The VRO will provide support and guidance to victims and enable them to receive advocacy, information, and assistance both judicially and academically.
- The Albany State University Police are active participants in the Sexual Assault Response Team (SART). This is to ensure victims are provided the appropriate care in a timely fashion and with only well trained professionals.
- On campus counseling services are available to students through Counseling and Psychological Services.

University Procedures for Responding to Reports of Sexual Assault

If you or someone you know is the victim of sexual assault, the victim has several rights, including:

The right to report the incident to the ASU Police or local authorities. The institutions will assist victims in notifying either the campus police or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.

Please note some additional office campus services:

1. Cadedria Hill, Title IX Coordinator,
Reese Building room 231 (East Campus)
Cell 229-430-0538
2. Ryan Tindell, Crisis Counselor
Student Center C-103L (West Campus)
Office 229-317-6734
Cell 229-894-6577
3. Stephanie Jolly, Director of Counseling and Disability Services,
Cell 229-903-3610 (East Campus)
4. Phoebe Putney Memorial Hospital
417 W. Third Avenue, Albany, GA 31701
229-312-1000

VICTIM/WITNESS ASSISTANCE (District Attorney's Office) 229-438-3985

Advocates for Victim's Rights offering physical & Emotional support/Help with Victim's Compensation forms/Victim Impact Settlements/ Testimonies/Resources/Liaison for victims in the Judicial System/Emergency TPO's.

LIBERTY HOUSE *24 Hour Crisis Line* 229-439-7065

Shelter/legal advocacy & outreach services for victims of domestic violence & their children/Assistance with TPO's/Emotional Support/Financial Aid & Relocation. (Accepts male children up to age 17). Transportation to shelter provided by Sheriff's Office.

OPEN ARMS 229-431-1121

Counseling for children & adults in crisis/The Bridge House

LILYPAD *24 Hour Crisis Line* 229-435-0074

Taped forensic interviews of abused/neglected children 18yrs & under/Counseling for children & adults in crisis/CASA-Court Appointed Special Advocates/BBCSA-Bob Boren Center for Sexual Assault/Research & Education Center/Rape Crisis Advocacy/Fire Fly House Child Advocacy Center/Counseling Referrals

ALBANY AREA COMMUNITY SERVICE BOARD (Aspire Mental Health Clinic) 229-430-4140

Counseling/Mental Health Services/28-Day Detoxification/Kids Can Program/Out-Patient

Alcohol & Substance Abuse Program/Anger Management Program

FAMILY ADVOCACY PROGRAM – (MCLB) 229-639-5252

Services for military members (active & retired) and military dependents.

MAGISTRATE COURT 229-431-3216

Good Behavior Warrants/Eviction Orders/Domestic/None-Domestic TPO's

If a victim of a sexual assault or relationship violence incident request a change in her or his living arrangements or academic schedule, the Office of Student Affairs and Success at Albany State University, will assist the individual with making these changes, as long as they are reasonably available.

University Disciplinary Procedures in Sexual Assault Incidents

If you have been sexually assaulted, you have options for addressing such conduct. You may first to discuss the problem privately with a counselor or an adviser in the Counseling Center. The University Police are always available to assist a victim with getting the support she/he requests.

Albany State University and Darton State College have a student conduct process is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents.

The Office of Student Ethics and Integrity manages the resolution proceeding in which a student is the alleged perpetrator. The full text of the protocol for how the institutions responds to sexual assault complaints through the campus conduct process can be found at <https://www.asurams.edu/sexual-misconduct-policy/>.

In determining whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceeding.

During any sexual assault complaint proceeding, the University has a range of sanctions available. Those sanctions may range from probation to expulsion from the institutions, depending upon the nature and circumstance of the specific incident.

Albany State University and Darton State College also support and follow the Board of Regents policies on Sexual Misconduct and Student Conduct located in the following sections of the Board of Regents Policy Manual: 4.17 Sexual Misconduct Policy; 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings. These policies can be viewed in their full text at: <http://www.usg.edu/policymanual/section4>

Sexual Assault Prevention Education Programs

Definitions

- By-Stander Intervention- Refers to cases in which individuals witness and offer any means of help to a victim when other people are present. Due to these five characteristics, bystanders go through cognitive and behavioral processes;
 - Notice that something is going on
 - Interpret the situation as being an emergency
 - Degree of Responsibility felt
 - Form of Assistance
 - Implement the action choice

- Primary Prevention Programs- Programs that 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. The focus is on the potential perpetrator. Educational program attempt to intervene before an assault takes place.
- Risk Reduction-Programs that focus on the victim and targeted towards potential victims or bystanders in which they learn strategies and tactics to use “in the moment” should an attack or attempted sexual assault takes place.
- On-going Prevention- Continuous phases of programming that prevent dating violence, domestic violence, sexual assault, and stalking.”
- Awareness Campaigns- Campaigns or programs to influences, insight or promote awareness about a particular issue or cause. Campaigns that are often the first step to introduce your audience to a new service, staff member, program or facility.

Albany State University and Darton State College are committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that both institutions prohibit such acts, their definition’s, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- New Student Orientation
- Department Collaboration Training
- ASU Police Campus Training
- Human Resource Training
- Title IX Training
- ASU Police Women Self Defense Training

Sex Offender Registry

Any information regarding sex offenders in the Dougherty County area can be found at <https://gbi.georgia.gov/georgia-sex-offender-registry>

Megan’s Law

Under Megan’s Law, members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. In jurisdiction where the State Police is the primary law enforcement agency, members of the public may make such requests at the local State Police unit in Albany, GA.

Missing Persons Protocol

Purpose:

This policy contains the official notification procedures of Albany State University and Darton State College concerning missing students who reside on and off campus, in accordance with the requirements of the Higher Education Opportunity Act HEOA of 2008. The purpose of this policy is to promote the safety and welfare of the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students.

Procedures:

The report of a missing person is a serious matter. If you have reason to believe that person is missing from Albany State University campus or Darton State College campus, immediately notify ASU Police. Regardless of whether a person is under aged or emancipated, the same procedures are followed.

All calls regarding missing persons on campus will be dispatched and assigned to an officer for initial investigation.

An individual will be considered missing if a roommate, classmate, faculty/staff member, family member, or other campus person has not seen the person in a reasonable amount of time (24 hours is the norm). A reasonable amount of time may vary with time of day and information available regarding the missing person's family daily schedule, habits, punctuality, and reliability.

In conjunction with the police investigation, the Chief of Police or his designee will contact the person for notification, and hopes to find out additional information about the student that may help in the investigation. Local law enforcement and other resources such as the media will be notified if needed in the efforts to find the missing students. Social Media will be a tool used in the search efforts also.

In accordance with general institutional emergency notification procedures, when an institution student is thought to be missing from campus, staff in the school administration should be immediately notified. Specifically, staff in the Student Affairs and Success and the Police Department, as they will coordinate efforts to locate the student.

The appropriate Student Affairs representative, or other individual learning that a student is missing, will file a formal missing student report with the ASU Police Department.

It will be made clear to all students annually, that each residential student at both campuses has the option to designate an individual to be contacted by University administration no later than 24 hours after the time that the institution determines the student is missing. Albany State University provides each student with the means and opportunity to register their confidential Missing Student contact information by logging into the Banner We system and filling out the Address and Contact Information form.

All students who register for on-campus housing at Darton State College will be advised of this policy at the time of registration and/or upon housing check-in. During the registration process, specific emergency contact information will be captured. At that time, students will have the opportunity to provide separate missing person contact information as well, if they choose to do so. The information will be maintained by the Vice President of Student Affairs office and it is only accessible to University employees who are authorized campus officials. This information will not be disclosed to others with the exception of law enforcement personnel in the furtherance of a missing student investigation.

In accordance with Albany State University and Darton State College procedures, it should be noted that both campuses will inform each residential student that the institutions will notify the appropriate local law enforcement agency or campus law enforcement, when a student has gone missing, unless the local law enforcement agency was the entity that made the determination that the student was missing, and;

If the campus law enforcement personnel have been notified that a student has gone missing, and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours, Albany State University or Darton State College staff will initiate emergency contact procedures as outlined in both campuses' policy and protocol.

Ways to try to find the person:

- Call missing persons' phone and send a text message.
- Interview roommates and known friends
- Look at social networking sites such as Facebook for any activity
- Attempt to locate student's vehicle on campus

Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

How to Report a Missing Person

ASU Police Department (229) 430-4711 or off campus Albany 911 Center (911)

If a student is found to be missing through investigation by ASU PD or local law enforcement, the Vice President for Student Affairs will contact the student's parents or emergency contact person.

Suicide Protocol and Procedures

Purpose:

All college and university campuses need to be aware of the need to be prepared to deal with students who are under extreme emotional distress. Some students who are under stress may have suicidal thoughts, ideation or attempt suicide. Therefore, it is very important that all universities and colleges develop protocols so that the campus can handle crises in a methodical and consistent manner rather than react to such situations by making "ad hoc decisions (Jed Foundation, 2014).

Note: All procedures MUST be followed by the faculty and staff of Albany State University

IMMINENT Danger and has Attempted Suicide ON campus:

1. **Immediately Call 911** and ASU Police Department (**ASU PD**) (**229) 430- 4711**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help.**
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in a personal vehicle for safety and legal liability. If the student changes his/her, mind about cooperating, you can be in a dangerous situation, for both yourself and the student.
6. Please remain with the student until proper authorities arrive to secure the location. **Do not leave the person alone.**
7. ASU PD will take charge, assess and secure the location, isolate the student away from large crowds and spectators.
8. We want to keep other students away from the student in crisis, to keep the situation from getting confused, to ensure safety and to prevent contagion/anxiety problems from developing in the general student body.
9. ASU PD will contact the Counseling Director, and/or Housing Director and/or other resource persons at Albany State University.
10. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.
11. If a student needs to be transported to a psychiatric facility for further evaluation, that process will be more productive if the ASU PD or Counseling Director and/or staff contact the facility, either by phone or in person, to give them the information about what has been going on. This accurate information will help the personnel there do a better evaluation.
12. ASU PD or the Vice President for Student Affairs will contact family members or the guardian of the student if necessary.
13. The Counseling Department will provide counseling to those who may have been affected by the events.
14. File a report of incident. It is very important to have proper documentation of the incident.
15. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
16. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.

IMMINENT Danger and has Attempted Suicide ON Campus INSIDE CLASSROOM:

1. **Immediately Call 911** and ASU Police Department **(229) 430- 4711**.
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help**.
4. The appropriate staff resource or university crisis/emergency team should be mobilized. This brings additional people to the scene to help.
5. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
6. The instructor will remain with the student and secure the location until proper authorities arrive.
7. ASU PD will take charge, assess, secure the location, isolate the student away from large crowds and spectators, and arrange for emergency transportation if necessary.
8. ASU PD will contact the Counseling Director, Housing Director and/or other resource person at Albany State University.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
11. The Counseling Department will provide counseling to those who may have been impacted by the events.
12. File a report of incident. It is very important to have proper documentation of the incident.
13. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
14. Anticipate a brief window of intense and varied reactions among the students. Some students will want to talk about the episode for a brief period, and then want to re-focus back on other events in their daily life. A few students may have a prolonged preoccupation with the events. Some students will not see themselves as being affected by the event. Accept what they say, but tell them that this might change over time.

IMMINENT Danger and has Attempted Suicide OFF campus

1. **Immediately Call 911**.
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help**.
4. Please **DO NOT** transport student personal vehicle for safety and legal liability.
5. Please remain with the student at the scene until proper authorities arrive to secure the location.
6. The person dealing with the student needs to determine the "likelihood to flee." Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Albany Police Department will assess and secure the location and isolate the student from large crowds and spectators and arrange for emergency transportation if necessary.
8. ASU PD will contact the ASU Counseling Director.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility and contact Student Affairs.
10. ASU PD or Counseling Department will contact the family members or guardian of the student if necessary.
11. The Counseling Department will provide counseling to those who may have been impacted by the events.
12. File a report of incident. It is very important to have proper documentation of the incident.

THREAT of Suicide ON campus

1. **Immediately Call 911 and ASU Police Department (229) 430- 4711.**
2. **Take any threat of self-harm seriously**
3. Please **remain calm and call/send for help**, if you are unable to handle the situation.
4. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
5. Reassure the student that they are not alone and you are there to keep them safe.
6. The person dealing with the student needs to determine the “likelihood to flee,” access to weapons, and/or violence potential. Knowledge about previous behavior patterns is important and helpful. Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **Do NOT** leave the student alone or take the threat lightly or as a joke.
8. Please **Do NOT** suggest that the student go somewhere else alone.
9. **Do NOT** pass on personal judgment or personal opinions.
10. **Do NOT** try to provide counseling. Recognize the limitations of your authority.
11. File a report of incident.

THREAT of Suicide OFF campus

1. **Immediately Call 911** and report threat.
2. Please **remain calm and call/send for help**, if you are unable to handle the situation.
3. Encourage the student to call the ASU Counseling Department at **(229) 903-3610** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
4. Reassure the student that they are not alone and you are there to keep them safe.
5. Please do not leave the student alone or take the threat lightly or as a joke.
6. The person dealing with the student needs to determine the “likelihood to flee.” Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
7. Please **DO NOT** suggest that the student go somewhere else alone.
8. **DO NOT** pass on personal judgment or personal opinions.
9. **DO NOT** try to provide counseling. Recognize the limitations of your authority
10. File a report of incident. It is very important to have proper documentation of the incident.

THOUGHTS of Suicide ON campus

1. Remain calm, call ASU PD at (229) 430-4711, and speak with the Counseling Department (229) 903-3610 or call the National Suicide Prevention Hotline-1-800-273-TALK **(8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **Do NOT** try to provide counseling. Recognize the limitations of your authority.
4. The person dealing with the student needs to determine the “likelihood to flee.” Some suicidal people may be cooperative with the intervention process; others may be unstable and uncooperative. The level and nature of response needs to reflect these differences.
5. File a report of incident. It is very important to have proper documentation of the incident.

THOUGHTS of Suicide OFF campus

1. Remain calm and **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.

Suicidal Behavior ON campus (Non-Emergency)

1. Remain calm, call the ASU PD at (229) 430-4711, and encourage the student to speak with the Counseling Department (229) 903-3610 or call the National Suicide Prevention Hotline-1-800-273-TALK **(8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.
4. File a report of incident. It is very important to have proper documentation of the incident.

Suicidal Behavior OFF Campus (Non-Emergency)

1. Remain calm and call **911** or call the National Suicide Prevention Hotline **1-800-273-TALK (8255)**.
2. Reassure the student that they are not alone and you are there to keep them safe.
3. **DO NOT** try to provide counseling. Recognize the limitations of your authority.

Student has COMMITTED Suicide ON Campus

1. **Immediately call 911** and ASU Police Department **(229) 430- 4711**.
2. Please remain calm and send for help.
3. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
4. Please remain with the student until proper authorities arrive to secure the location.
5. ASU PD will take charge assess and secure the location, isolate the student away from large crowds and spectators, and arrange for emergency transportation.
6. ASU PD will contact the RAMROC Team, Counseling Director and Housing Director of Albany State University.
7. Isolate direct witnesses to a designated area away from the scene and from the other students. Have a staff person stay with them for support.
8. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
9. ASU PD or the Counseling Director will determine who will accompany the student to the medical facility
10. The Counseling Director will contact Student Affairs and the Suicide Prevention Specialist.
11. ASU PD or the Counseling Department will contact family members or the guardian of the student if necessary.
12. The Counseling Department will provide counseling to those who may have been affected by the events.
13. File a report of incident. It is very important to have proper documentation of the incident.
14. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
15. No statements should be made to the media.
16. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
17. Identify and put together a team to provide on-campus mental health support services if those services are requested.

Student has COMMITTED suicide OFF campus

1. **Immediately call 911.**
2. Please remain calm and wait for help to arrive.
3. Please **DO NOT** transport student in personal vehicle for safety and legal liability.
4. Please remain with the student until proper authorities arrive to secure the location.
5. Albany Police will take charge, assess and secure the location, isolate the student away from large crowds and spectators, and they will arrange for emergency transportation.
6. Isolate direct witnesses to a designated area away from the scene and from the other students.
7. Keep staff and students away from the area around the student who has died. This area is considered a crime scene and should be left undisturbed for the subsequent police investigation.
8. Call the ASU PD and inform them about the incident.
9. Stress debriefing is helpful to allow people to start to work through the emotional aspects of the experience. Some students and staff may want additional mental health type services.
10. The appropriate crisis team will prepare a memo to send to the ASU community to inform them about the incident.
11. The RAM: ROC team will provide on-campus mental health support services if those services are requested.
12. No statements should be made to the media.

For additional information, see full manual:

https://www.asurams.edu/archives/east/wp-content/uploads/2016/10/ASU_SuicideProtocol.pdf

Albany State University Polices Governing Alcohol and Other Drugs

Drug Free Campus Policy:

Albany State University and Darton State College are committed to support and comply with the drug free schools and communities act amendments of 1989 (public law 10-226, section 22, subpart b) as an institution of higher education. The law under this act now covers both drugs and alcohol, and relates to faculty staff and students. Therefore, the entire campus community is under the mandate to comply. Both institutions aggressively promote and requires a drug free campus among its faculty, staff and student body. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol by ASU or DSC employees, students, and visitors is prohibited by institutional policy. Violations of this policy, including felony and or misdemeanor drug or alcohol convictions during the course of employment or as a student enrolled in any academic program at Albany State University or Darton State University could result in appropriate disciplinary penalties being imposed by the University, up to and including termination of employment or expulsion and referral for prosecution through the appropriate judicial system of Dougherty County.

Albany State University and Darton State College comply with DFSCA regulations. Both campuses drug policies are written in the Human Resource employee handbook and located in the Student Code of Conduct Policy. ASU and DSC prohibit the unlawful possession, use manufacture or distribution of alcohol or controlled substances by students, faculty, staff and guests in buildings, facilities, grounds or property controlled by the University or used as part of University activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in a residence hall rooms. This includes those students twenty-one years of age and older. In addition, the smoking of any material is prohibited in all facilities of Albany State University and Darton State College locations.

Albany State University and Darton State College prohibits the possession and use of alcoholic beverages in areas open to the public including areas of building open to the public. However, the use of alcoholic beverages, subject to the laws of Commonwealth may be permitted at institution-sponsored activities in areas designated by, and with the prior approval of, the President's Office. This includes private, closed and education and research areas.

When found in possession of alcohol, any person under the age of twenty-one (21) years of age commits a misdemeanor, under Georgia Code Section 3-3-23.

Areas Open to the Public

Albany State University and Darton State College prohibit the possession and use of alcoholic beverages in areas open to the public including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of the Commonwealth may be permitted at Albany State University and Darton State College sponsored activities in areas designated by, and with the prior approval of, the Special Event Coordinator at Albany State University, and or other officials that would usually make decisions in these cases.

Private or Closed Areas

The possession and use of alcoholic beverages are prohibited in residence halls, conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of the Commonwealth, may be permitted in specific private or closed areas designated by, and with the prior approval of, the appropriate person responsible for the area of requested.

Education and Research Areas

Albany State University and Darton State College specifically prohibit the use, possession and dispensing of alcoholic beverages in classrooms, lecture halls, laboratories, libraries, research areas, or within buildings. Arenas or areas where athletic events, lectures, or concerts are held, during such events or activities. Permission will not be granted to use or possess alcoholic beverages in a facility that is being used for one of the above functions.

Policy Specific to Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state and or federal law. Disciplinary sanctions may include; Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the University. Student residing in campus housing may also lose the privilege of the housing contract. In most cases, the Office of Student Ethics and Integrity will also assign developmental and educational interventions. This is designed to promote greater awareness, improved decision-making for students, and further deter future misconduct.

Residence Life Alcohol Policy

Alcohol Policy

The possession of use alcoholic beverages is prohibited in all University on-campus undergraduate residence hall buildings. It is a violation of state law and university policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic to be sold, furnished or given to any minor. It is against residence hall policy for there to be any tailgating activities in the residential quad areas or residence hall parking lots where alcoholic beverages are being served on any football game/event weekend including all home football games. Violators can be charged under the uniformed code of GA Law. It is against residence hall policy for a student to be in a residential area (room, common room, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Judicial Affairs and/or University Police.

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- Never leave the person unattended

Policies Specific to Faculty and Staff

As a condition of University employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to University sanctions, including dismissal, as well as criminal sanctions provided by federal, state or local law. An employee may be required to participate in a drug abuse or drug rehabilitation program. An employee must notify his or her supervisor of any criminal drug conviction for violation occurring in the University workplace no later than five (5) days after such conviction. All alcohol crimes are subject to be investigated and prosecuted by the Albany State University Police in occurrence with Georgia Law.

GA Law Codes reference the use, sale or illegal usages of alcohol starting in Code Section: 3-3-33. The following is guidance from the Code Section:

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.

In accordance with 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 (DUI)

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 (.08-0.099%), 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.

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 a vehicle 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 needing assistance.

In accordance with O.C.G.A. 40-6-391 (7) (k) (1) A person under the age of 21 shall not drive or be in actual physical control of any moving vehicle while the person's alcohol concentration is 0.02 grams or more at any time within three hours after such driving or being in physical control from alcohol consumed before such driving or being in actual physical control ended.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical tests (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. 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.

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.

Possession of Small Amount of Marijuana

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.

(4) "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.

Drug Risks and Consequences

- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

Additional services include the Employee Assistance Program through the Human Resources Department for Faculty and Staff, (229) 430-4653 and Counseling and Disability Services for students at (229) 903-3610.

Crime Prevention Tips

- Always observe your surroundings.
- Be cautious when talking with strangers.
- Don't give out information to individuals you do not know.
- Be mindful of individuals that look suspicious.
- When possible, use the "buddy System when shopping.
- Don't accept rides from strangers.
- Program an emergency number in your cell phone.
- Be mindful of areas known for high criminal activity.
- It's okay to yell if you feel threatened.
- Make sure your doors and windows are locked.
- Use the door peephole or have one installed.
- Check ID before you let a stranger enter your home or dorm room.
- Never tell strangers you are alone.
- Stay in lighted areas at night.
- Use the buddy system day and night.
- Observe your surroundings when stopped in your vehicle.
- Never pick up hitchhikers.
- Keep your car in good condition.
- If ever sexually assaulted, call 911 immediately.

Tips for avoiding Identity Theft:

- **Watch for shoulder-surfers.** When entering a PIN number or a credit card number in an ATM machine, at a phone booth, or even on a computer at work, be aware of who is nearby and make sure, nobody is peering over your shoulder to make a note of the keys you are pressing.
- **Require photo ID verification.** Rather than signing the backs of your credit cards, you can write "See Photo ID".
- **Shred everything.** One of the ways that would-be identity thieves acquire information is through "dumpster-diving", aka trash-picking. If you are throwing out bills and credit card statements, old credit card or ATM receipts, medical statements or even junk-mail solicitations for credit cards and mortgages, you may be leaving too much information lying about. However, a personal shredder and shred, all papers with PII on them before disposing of them.

Destroy digital data:

- When you sell, trade, or otherwise dispose of a computer system, or a hard drive, or even a recordable CD, DVD, or backup tape, take extra steps to ensure the data is completely, utterly, and irrevocably destroyed. To delete the data or reformat the hard drive is nowhere near enough. Anyone with a little tech skill can undelete files or recover data from a formatted drive. Use a product like Shred XP to make sure that data on hard drives is destroyed. For CD, DVD, or tape media, you should physically destroy it by breaking or shattering it before disposing of it.
 - Be diligent about checking statements.
 - Pay your bills at the post office.
 - Limit the information on your checks.
 - Analyze your credit report annually.
- Protect your Social Security number.**

- Do not carry your social Security card in your wallet with your driver's license and other identification. You should never use your Social Security number as part of a username or password.

Sexual Assault and Rape Prevention Tips

Dorm Safety on Campus

- Lock your door when you go to sleep and when you are not in the room.
- Keep your window locked (especially if it is easy to enter from the ground).
- Notify the authorities if someone props open the door.
- If your dorm has an elevator, try to stay near the emergency dashboard button when you are riding so it will be within reach.
- Avoid isolated areas (Stairways, laundry rooms, basement, etc.) when you are alone.

Pedestrian Safety on Campus

- Save emergency responders phone numbers in your cell phone: Police Department.
- Save the phone numbers of family and friends in your cell as "ICE" for emergency responders to contact in the event of an emergency. Make sure your cell phone is easily accessible.
- Avoid dimly lit places and avoid walking alone whenever possible.
- Remain mentally alert and aware of your surroundings. Know your route and know what "safe" places are on it.
- Be familiar with where the emergency phones are on campus shown with a blue light.
- Be aware of open buildings where you can use a phone. Take public path rather than less populated shortcuts.
- Avoid music headphones in both ears so you will be aware of your surroundings.

Sexual Assault, Domestic Violence, Dating Violence And Stalking Policy Statement

Albany State University and Darton State College’s Response to Sexual and Gender Violence

Albany State University and Darton State College are committed to providing a safe learning and working environment. In compliance with federal laws policies and procedures, institutional policies have been adopted to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Reporting an Incident

If a student, faculty, staff or visitor has been the victim of an incident of sexual assault, domestic violence, dating violence or stalking they should immediately report to the Albany State University Police Department, or other recommended points of authority such as the Title IX Coordinator. The ASU Police can be contacted at 229-430-4711. On the Albany State University campus, the Police Department is located at 111 Joseph Holley Drive, Albany GA. On the Darton State College campus, the Police Department is located in Building A – Technology Building, Room 133, Albany, GA. The Title IX Coordinator, CaDedria D. Hill can be reached at 229-430-0538, and is located in the Reese Building, 504 College Drive (lower campus). In case of an emergency or ongoing threat, please get to a safe location and call 911. Local police may be contacted at 229-431-2100/5260 and is located at 201 W. Oglethorpe Blvd. Albany, GA.

Students may also report to Student Affairs or other non law enforcement offices

Position Titles	Office #
Chief of Police	229-288-3351
Anonymous Tip Line	229-430-7963
Title IX Coordinator	229-430-0538
Student Health Services	229-430-4764
	229-317-6584
Residence Hall Staff	229-430-7849
	229-869-3119
Athletics Dept. Deputy Title IX Coordinator	229-430-1394
ASU Counseling and Disability Services	229-903-3610
	229-317-6734

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence so that a successful criminal prosecution remains an option.

The victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On and Off Campus Resources

Both Albany State University and Darton State College along with the City of Albany, Georgia offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. The Lily Pad and Victims' Advocate Center are available to assist any student or employee free of charge. They will also help them consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or Albany State University/ Darton State College to access the resources that include the following:

Position Titles	Location	Office #
Albany State University Title IX Coordinator Cadedria Hill	504 College Drive. Albany Ga, 31705 (Reese Building rm. 231	229-430-0538
ASU Disability and Counseling Center Stephanie Jolly	New Student Center	229-903-3610
Darton State College Student Success	Student Center C-103	229-317-6865
Darton State College Counseling Coordinator- Ryan Tindell	Student Center C-103L	229-317-6734 229-894-6577
Phoebe Putney Hospital	417 W. 3rd Albany, Ga 31701	229-312-1000
Lily Pad Crisis Center	W. 2nd Avenue Albany, Ga 31701	229-435-0074

Interim Protective Measures (Board of Regents policy 4.1.7.3)

The Title IX Coordinator (CaDedria Hill) or his/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 specifically.

Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to protect the alleged victim and community, and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. 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 alleged victim 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 his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

If a victim reports to law enforcement, they may assist them in obtaining the correct documents used to be granted a no-contact/restraining order. Albany State University and Darton State College are committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property to protect victims from any further harm.

Victim Confidentiality

Albany State University and Darton State College recognize the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report.

Reports made to Albany State University or Darton State College officials will be kept confidential, and identifying information about the victim shall not be made public (GA 24-5-509). Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when necessary. Reports made to medical professionals licensed mental health counselors and pastoral counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

Education Programs

Albany State University and Darton State College are committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms. The approach used includes a clear statement that Albany State University and Darton State College prohibit such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year.

These programs include but are not limited to:

New Student Orientation
Department Collaboration Training
ASU Police Campus Training
Human Resource Training
Title IX Training
ASU Police Women Self Defense Training

Conduct Proceeding

Albany State University and Darton State College strictly prohibit all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, student's employees and other affiliates may also face disciplinary action by the institutions. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension and or probation. The Title IX Coordinator will handle incidents involving accused students and his or her designee and a panel composed of at least three members. The investigator cannot serve on the panel nor can students.

All Conduct proceedings, or measures to determine disciplinary action, whether the conduct is reported to have occurred on campus or in connection with an institution's program or activity, shall provide a prompt, fair and impartial investigation and resolution. All investigations shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation in a manner that protects the safety of victims and promotes accountability.

Investigation shall be conducted within a reasonable period, 60 days from the initial complaint, unless there are mitigating circumstances, in which case the accuser and the accused shall be notified, providing an explanation and the amount of additional time required. In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and timeframe.

For detailed information about Conduct, proceedings (Investigations, Hearings, Possible Sanctions, and Appeals processes) please consult the ASU Sexual Misconduct policy available at:

<https://www.asurams.edu/sexual-misconduct-policy/>

This policy pertains to sexual misconduct perpetrated against students by USG students, faculty, or staff.

Daily Crime and Fire Log

Albany State University Police Department maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The University Police publishes the Daily Crime and Fire Log Monday-Friday, when the campuses are open. The log is available 24 hours per day to members of public. The log identifies the type, location and time of each criminal incident reported to University Police. The local newspaper and the local television and radio stations contact University Police to acquire information from this log. Information deemed newsworthy is published in both newspapers and is broadcast by the local radio and television stations. The most current 60 days of information is available in the lobby of the Main ASU Police Department building at 111 Joseph Holley Drive, Albany GA. On Darton State College campus, the information will be available at 2400 Gillionville Road, Building A, room 133 Albany, GA. Upon request, a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

Annual Disclosure of Crime Statistics

Definition of Reportable Crimes

Primary Crimes

- **Murder/Manslaughter**- the willful killing of one human being by another.
- **Manslaughter by Negligence**- the killing of another person through gross negligence.
- **Sex Offenses** – any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Fondling**- The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - Incest**- Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Rape**- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. ***This offense includes the rape of both males and females.***
 - Statutory Rape**- Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery**- taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** -an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce great bodily harm or death.
- **Burglary**- the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft**- the theft or attempted theft of a motor vehicle.
- **Arson**- any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

Hate crime- includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed, plus the following crimes. ***Hate crimes are defined as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.***

- **Larceny/Theft**- includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault**- an unlawful physical attack by one person upon another where neither the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation**- to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except arson)** - to willingly or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

- **Race**- A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- **Religion**- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Gender**- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Gender Identity**- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.
- **Sexual Orientation**- A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Ethnicity**- A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- **National origin-** A preformed negative opinion or attitude toward a group of people based on their actual perceived country of birth.
- **Disability-** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Dating violence, domestic violence, and stalking (VAWA)

- **Dating Violence-** Violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.
- **Domestic Violence-** A felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common,
 - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to;
 - Fear for the person's safety or the safety of others; or suffer substantial emotional distress.
 - Suffer substantial emotional stress

Albany State University Crime Stats Information

The A.S.U. crime statistics chart shown below are also posted on the A.S.U.P.D. web site.

Offense	Year	On Campus	Residential Facility	Non Campus Building or Property	Public Property
Criminal Homicide					
<i>Murder and Non Negligent Manslaughter</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<i>Manslaughter by Negligence</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sex Offenses					
Forcible Sex Offenses (Category used until 2014)	2013	1	0	0	0
	2014				
	2015				
Non Forcible Sex Offenses (Category used until 2014)	2013	0	0	0	0
	2014				
	2015				
<i>Rape</i>	2013	1	1	0	0
	2014	2	2	0	0
	2015	5	5	0	2
<i>Fondling</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<i>Statutory Rape</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<i>Incest</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	1	1	0	0
	2015	1	1	0	2
Aggravated Assault	2013	1	1	0	0
	2014	1	1	0	0
	2015	1	1	0	6
Burglary	2013	1	1	0	0
	2014	4	4	0	0
	2015	2	2	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	2	0	0	0
	2015	1	0	0	2
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Albany State University Clery Geographical Reporting Area

Green - On Campus
Red - Public

Albany State University has systems in place for emergencies on Albany State University campus; Connect 5 and Federal signal sirens are the alert systems.



Darton State College Crime Stats Information

Offense	Year	On Campus	Residential Facility	Non Campus Building or Property	Public Property
Criminal Homicide					
<i>Murder and Non Negligent Manslaughter</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<i>Manslaughter by Negligence</i>	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sex Offenses					
Forcible Sex Offenses (Category used until 2014)	2013	0	0	0	0
	2014				
	2015				
Non Forcible Sex Offenses (Category used until 2014)	2013	0	0	0	0
	2014				
	2015				
<i>Rape</i>	2013				
	2014	0	0		1
	2015	0	0		3
<i>Fondling</i>	2013				
	2014	0	0		0
	2015	0	0		1
<i>Statutory Rape</i>	2013	0	0		0
	2014	0	0		0
	2015	0	0		0
<i>Incest</i>	2013	0	0		0
	2014	0	0		0
	2015	0	0		0
Robbery	2013	0	0	0	2
	2014	0	0	0	1
	2015	1	0		0
Aggravated Assault	2013	1	0	0	1
	2014	0	0	0	4
	2015	0	0		1
Burglary	2013	1	1	0	0
	2014	5	0	0	0
	2015	1	1		0
Motor Vehicle Theft	2013	2	0	0	0
	2014	0	0	0	0
	2015	0	0		1
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0		0

Darton State College Crime Stats Information (Cont'd)

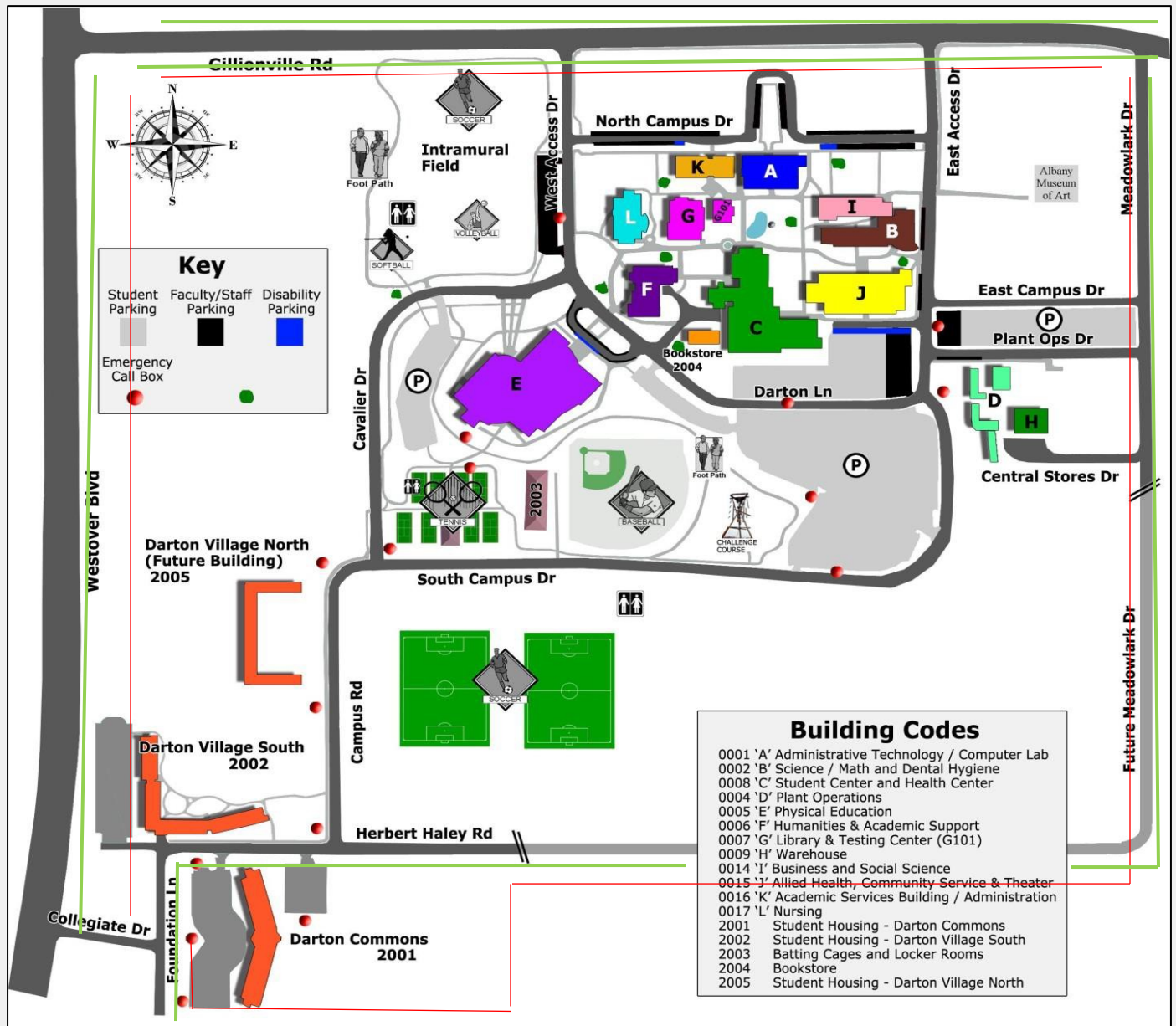
		Arrest			
Other Offenses	Year	On Campus	Residential Facility	Non Campus Building or Property	Public Property
Liquor Law Violations	2013	9	9	0	0
	2014	1	1	0	0
	2015	0	0		0
Drug Abuse Violations	2013	1	1	0	0
	2014	0	0	0	0
	2015	0	0		2
Illegal Weapons Possession	2013	1	0	0	0
	2014	0	0	0	0
	2015	0	0		0
		Judicial Referral			
Other Offenses	Year	On Campus	Residential Facility	Non Campus Building or Property	Public Property
Liquor Law Violations	2013	4	4	0	0
	2014	2	2	0	0
	2015	28	28		0
Drug Abuse Violations	2013	3	3	0	0
	2014	2	2	0	0
	2015	3	3		0
Illegal Weapons Possession	2013	1	0	0	0
	2014	0	0	0	0
	2015	0	0		0

VAWA Amendment Offenses	Year	On Campus	Residential Facility	Non Campus Building or Property	Public Property
Dating Violence	2013				
	2014	0	0	0	0
	2015	0	0		0
Domestic Violence	2013				
	2014	2	0	0	0
	2015	0	0		0
Stalking	2013				
	2014	0	0	0	0
	2015	0	0		0

Hate Crimes: 2013: No Hate Crimes reported.
 2014: No Hate Crimes reported.
 2015: No Hate Crimes reported.

Unfounded Crimes: 2014: Four Unfounded Crimes.
 2015: Four Unfounded Crimes.

Darton State College Clery Geographical Reporting Area



DARTON STATE COLLEGE
2400 GILLIONVILLE ROAD
ALBANY, GEORGIA 31707
CAMPUS CRIME REPORTING
BOUNDARIES LEGEND

— = On Campus
— = Public

Albany State University & Darton State College Annual Fire Safety Report

2016

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. The following report details all information by this act for Albany State University and Darton State College. Due to pending consolidation to be finalized January 1, 2017, both institutions are included in this report.

Definitions

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.

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

Residence Hall Fire Drills- Monthly fire 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. The drills are conducted by the Resident Coordinators, Residence Assistants, Community Assistance, Housing Management and University Police.

Fire Safety- Albany State University and Darton State College take fire safety very seriously and continues to enhance its programs to the university community through education, engineering and enforcement. 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.

All residence halls on both campuses have emergency evacuation plans and conduct monthly fire drills during the school year to allow occupants to become familiar with and practice their evacuation skills.

Albany State University and Darton State College have been leaders in ensuring the safety of students, faculty, staff and visitors who live and work in university operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a fire 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.

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

The University has adopted and developed numerous Safety Policies and Guidelines to help promote a safe living and work environment at all University locations.

Fire Statistics for Albany State University
On-Campus Student Housing Facilities
 FIRES IN RESIDENTIAL FACILITIES 2013 TO 2015

Residential Facilities	Year	# of Fires	Date	Time	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire
South Hall 504 College Drive	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
East Hall 504 College Drive	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
North Hall 504 College Dr.	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Hall 1 504 College Dr.	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Hall 2 504 College Dr.	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Hall 3 504 College Dr.	2013	2	09/07/2013 11/07/2013	20:53 20:10	Cooking Cooking	0 0	0 0	\$68,530.69 0
	2014	1	02/22/2014	03:16	Cooking	0	0	0
	2015	0	0	0	0	0	0	0
Hall 4 504 College Drive	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Hall 5 504 College Drive	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Hall 6 504 College Drive	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0
Darton Commons 260 Foundation Ln. Albany, Ga 31707	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0

Residential Facilities	Year	# of Fires	Date	Time	Cause of Fire	# of Injuries that Required Treatment at a Medical Facility	# of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Darton Village South 2657 Herbert Haley Rd. Albany, Ga 31707	2013	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0

**Description of Albany State University On-Campus Student Housing
Fire Safety System-Residence Halls/Apartments**

RESIDENTIAL FACILITIES FIRE SAFETY SYSTEMS

Residential Facilities	Number of Floors	Fire Alarm Monitoring Done On Site (by ASU PD)	Full Sprinkler System	Sprinkler red Trash Chute	Smoke Detection	Heat Detector	Fire Extinguisher Devices
South Hall	3	X	X		X	X	X
East Hall	4	X	X		X	X	X
North Hall	3	X	X		X	X	X
Hall 1	4		X		X	X	X
Hall 2	4		X		X	X	X
Hall 3	4		X		X	X	X
Hall 4	4		X		X	X	X
Hall 5	3	X	X		X	X	X
Hall 6	3	X	X		X	X	X
Darton Commons	3	X	X		X	X	X
Darton Village South	3	X	X		X	X	X

Residential Facilities	Fire Alarm Pull Stations	Pressurized Stairwells	Emergency Generators	Emergency Lighting	Evacuation Plans / Movement Plans	Number of Evacuation (fire) drills each academic year	Protected Elevator Lobby's
South Hall	X			X	X	4	
East Hall	X			X	X	4	
North Hall	X			X	X	4	
Hall 1	X			X	X	5	
Hall 2	X			X	X	4	
Hall 3	X			X	X	4	
Hall 4	X			X	X	4	
Hall 5	X			X	X	4	X
Hall 6	X			X	X	4	X
Darton Commons	X			X	X	4	X
Darton Village South	X			X	X	4	X

Fire Safety Education and Training Programs for Students, Faculty and Staff

Environmental Health and Safety (EHS), in coordination with Residence Life and Housing and Food Service, provides annual training to Resident Assistants (RA), Community Assistants and Residence Life Coordinators.

- 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

What to Bring and What not to Bring

(4.06) COMBUSTIBLES

The use or possession of fireworks, other explosive, combustible materials and/or potentially harmful chemicals in the residence halls/apartments/suites or the immediate vicinity thereof is prohibited. Candles, oil lamps, incense, matches, torches and any other open flame devices are also prohibited.

(4.07) ELECTRICAL OUTLETS AND SMALL APPLIANCES

- Electric wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits. It can cause fire and is prohibited.
- All electrical devices should be UL tested and safe. Approved surge protector power strips are permitted and recommended.
- Wattage and usage must be approved by the GARD or HM of these buildings.
- Hot plates, grills, toaster ovens & deep fryers are not permitted.
- Please see "What to Bring and What not to Bring" for other items prohibited in the residence halls.

For more information go to: <https://www.asurams.edu/what-to-bring/>

Plans for Future Improvements in Fire Safety

Albany State University and Darton State College continue to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help insure the safety of all students, faculty and staff.

Emergency calls and notifications regarding fires are made to:

1. Albany State University Police Department	229-430-4711
2. Albany Fire Department	911
3. Albany Police Department	229-431-2100
4. Housing Staff and Office	229-430-4741