

ALBANY STATE UNIVERSITY

2015

Annual Security and Safety Report



ALBANY STATE
UNIVERSITY

www.asurams.edu



Dr. Arthur N. Dunning, Interim President

Albany State University

Greetings:

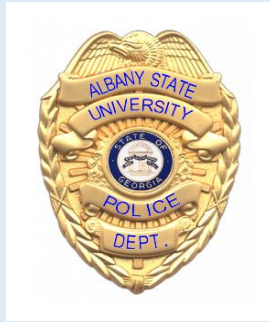
I am thrilled to be a member of the Albany State University family and excited about the opportunity I have to encourage young people directly to take charge of their future.

Since my arrival in Southwest Georgia, I've met brilliant students, a caring faculty and conscientious staff who have opened wide the doors of welcome. It is great to experience what it means to be a Golden Ram!

Albany State has a rich and glorious history. Its origins trace to 1903 when Dr. Joseph Winthrop Holley founded the Albany Bible and Manual Training Institute to provide a religious and industrial education to African Americans. Today, we are proud to be among 31 state institutions in the University System of Georgia. Although a historically black university, we take pride in the diversity of our faculty, staff and students. Our mission is to help all students achieve their personal, educational and professional goals. The motto, *Potential Realized* is fitting. Helping students accomplish their dreams of completing a college education is what we do daily, all year long. As you peruse this page, pay particular attention to its content. I have chosen to focus attention on the accomplishments of students. My priority will always be to them the best of the best in academic offerings, student services and customer service.

We value higher education. And our aim is to insure Golden Rams become innovative, critical thinkers who are transformed into leaders prepared to accept and solve the challenges faced in the global marketplace.

Dr. Art Dunning



John Fields, Jr.

Chief of Police

Albany State University Police Department

Greetings:

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 on promising innovative approaches to better protect our faculty, staff, students, and visitors. The University will provide the Annual Safety Report every year on October

This report will be published to comply with the important provisions of Clery Act. Campus safety and security and compliance with the Clery Act should be part of everyone's responsibility at Albany State University. 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 university for victims of crimes.

Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We join President Dunning in the commitment to foster a secure and supportive environment at Albany State University. Campus safety is a collaborative effort at Albany State University. We partner with the many Departments at the University that have a critical role in fostering campus safety, including the Division of Student Affairs and other University Offices.

John Fields, Jr.

Chief of Police

Albany State University Police Department



On behalf of the men and women of the Albany State University Police Department, it is our pleasure to welcome you to the Police Department's website. We are a full service police department with 24-hour coverage with certified police officers and security officers. We have our own in-house certified dispatchers/communications officers utilizing the 800 megahertz radio system. We patrol our campus in marked police vehicles, bicycle patrol, golf carts, ATV patrol, and foot patrol. We are committed to providing a safe, secure environment for all university employees, students, and visitors. For additional information, contact our communication office at (229) 430-4711.

The Albany State University Police Department is located at 504 College Drive /Joseph Holley Drive across from the Billy C Black Building.

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Albany State University Crime Stats Information

The A.S.U. crime stats are posted to the A.S.U.P.D. web site along with the Crime Rammers Anonymous tips line 229-430-7963 via the link shown below:

<http://asurams.edu.gowpsite.com>

A.S.U.P.D. Campus Police contact numbers:

229-430-4711 (A.S.U.P.D. emergency phone number)

229-420-0668 (A.S.U.P.D. non-emergency phone number)

229-430-7963 (Anonymous crime tips phone line)

ASU Crime Statistics – [2005](#) | [2006](#) | [2007](#) | [2008](#) | [2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#)

ASU Clery Act Reports - [2008 - 2011](#)

[A.S.U.P.D. FIRE ALARM LOG 5-1-15 - 5-31-15](#)

[POLICE ACTIVITY LOG - 6-1-15 - 6-30-15 AS OF 6-8-15](#)

[A.S.U.P.D. TORNADO DRILL LOG 2015- 5-1-15 - 5-31-15](#)

Albany Crime Stoppers



Crime Rammers Anonymous Tip line (430-7963)

Information for online students>> **ASU PD Completed & Scheduled Goals & Objectives**

Daily Crime Log

Albany State University Police maintains Daily Crime log and Fire log of crime and fire incidents reported to the department. The logs are published Monday through Friday. The log is available to the public. The log identifies the type, location, and time of each criminal incident reported to University Police. The Local newspaper (Albany Herald/Southwest Georgian) and radio stations can contact the Albany State University Police to acquire information from this log.

Timely Warning Policy

Albany State University Police Department with the Informational Technology Office is responsible issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C & 1092(f) et seq.

The University Police Department will continuously work and coordinate with local law enforcement agencies in the event of a crisis on campus.

Persons or campus community members with information warranting a timely warning should report the circumstances to the University Police immediately. The police will verify and determine if in fact a timely warning is necessary. The decision to issue a timely warning shall be decided on a case to case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising all available facts.

Procedures:

When a determination has been made that a timely warning should be issued, the Albany State University Police will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoking Black Board Connect 5 text and voice mail notification system.
- Posting the warning on the Public and University Communication's website.
- Such warning(s) may include, but are not limited to, the following information:
Type of crime, date, time occurred, location and any suspect information.

Black Board Connect 5 Emergency Notification System



Albany State University uses 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 get connected so they will be made aware of any potential threatening situation. *It is Albany State University directive that all students, faculty and staff are put in the Black Board system upon joining the university. 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 your Campus Alert System information.
- For more information or assistance, please contact Albany State University Information Technology Services or Cathy Tinney-Easley Systems Analyst I, Information Technology Services cathy.tinney-easley@asurams.edu or 229-430-6467 (office).
- 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).

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 Connect 5 Emergency Alerts. You can register up to six phone numbers. The system can expand the messages to reach:

Voice phone calls

Text messages

E-mail

- Update your information via the ASU portal often to include current information to receive *Connect 5 ASU Emergency Alerts*:
- Receiving emergency notification messages is vitally important in the world we live in today. Our Connect 5 Mass Notification is an essential tool in providing our campus with time sensitive information in the event of an emergency.
- 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.
- Be aware that the Connect 5 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 University 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 University community. The ASU PD has developed a wide range of template messages. The Albany State University Police is responsible for sending out the 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. The university also has emergency sirens that can be activated either by the dispatchers or the supervisor on duty.

Albany State University Emergency Disaster and Operations Plan

Emergency Management at Albany State University

The Office of Emergency Management is responsible for the Comprehensive Emergency Management Plan. This plan is designed to be 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 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 emphasizes 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. Albany State University has developed a plan designed to prepare for, respond to, mitigate and to recover from crisis that affect the University community.

The emergency disaster plan provides guidelines for Albany State University 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 University. It identifies the emergency team responsible for implementing the plan and outlines ASU Policies and procedures for dealing with emergencies. It 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 neither deal with crisis situation not to be used as a means to predict a beginning nor ending for a crisis event. The University's objective is to respond to and control any situation that occurs on campus which may threaten the safety of the Albany State University community.

This plan will provide an appropriate timely response, with a timely recovery guideline, through the termination phase from the crisis at hand which may affect the Albany State University community. Albany State University policy and procedures are expected to be followed by all University administrators whose responsibilities and authority cover the operational procedures found in this plan. Campus emergency operations will be conducted within the framework of Albany State University guidelines.

All requests for procedural changes, suggestions or recommendation will be submitted in writing to the Albany State University Police who is one of the co-chairs for the safety committee.

In this plan, campus emergency operations will be conducted within the framework of Albany State University guidelines.

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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 plan can be accessed through the following link: [**ASU EOP August 2014**](#)

Albany State University Police Campus Authority and Jurisdiction

Authority:

The powers of authority for The ASU Police Department are assigned from the Georgia Code annotated, section 32-168:

The authority of ASU Police and other security personnel to make arrest on campus property and on property within 500 yards thereof. The ASU Police Department personnel of the University System of Georgia who are regular employees of the University System of Georgia shall have the power to make arrest for offenses committed upon any property under the jurisdiction of the Board of Regents of the University System of Georgia. (Acts 1968.p.370; 1974, p.611)

Facts about Albany State University Police:

The department is comprised of

20 Police Officers
9 Security Officers
4 Dispatchers
Parking Services Coordinator
Office Manager
1 part-time Security Officer
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.

We are 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.

Jurisdiction:

Georgia law provides University and campus police arrest powers for offenses committed on university Systems Property and includes jurisdiction over offenses committed on any public or private property within 500 yards of any property under the jurisdiction of the Board of Regents of the University System of Georgia. The law enforcement efforts of the Albany State University Police will be generally confined to properties of ASU. Jurisdictional authority for property within 500 yards of any property under the jurisdiction of the Board of Regents of the University System will be utilized only at the request of other agencies having original jurisdiction, or in a situation jeopardizing the life and property safety, or in other emergency situations.

Outside Agency Cooperation:

The ASU Police Department works closely with its sister agencies, the Georgia Bureau of Investigations (G.B.I.) and the Georgia State Patrol (G.S.P.). The department also works closely with local law

enforcement and federal agencies: the City of Albany Police Department, The Dougherty County Sheriff's Department, District Attorney's office, Federal Bureau of Investigations (FBI) and United States Secret Service, and other State College/University Law Enforcement Agencies.

The organizations' websites can provide you with more information regarding resources for training and up to date changes in Georgia Law Enforcement that help to keep our department on the cutting edge. Feel free to visit these sites and gain more information about what we do. As always, we welcome questions, concerns, comments and compliments. Visit our Contact Us page to email us at any time.

Albany State University has (MOU's) Mutual Aids of Understanding that we have in place for crisis and or the need for additional assistance.

Access to campus Facilities:

AT Albany State University, 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.

Residence Hall Access:

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 University and residence hall policies. Guests are not provided with room keys or access cards. Guests of the opposite sex must be escorted by a resident of the building at all times. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or guests of residents.

Officers Training:

The officers of The ASU Police Department come to the department with varied backgrounds, not only in 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. Several are currently enrolled at ASU.

All members of The ASU Police Department attend specialized training beyond the state-mandated 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.

Drug Free Campus Policy:

ASU is 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 ASU campus is under the mandate to comply. ASU aggressively promotes 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 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, may 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.

Also make note that persons under the age of twenty-one (21) years of age commit a misdemeanor, (State Law Violation) when found in possession of alcohol.

Albany State University as required by the DFSCA regulations. The university drug policy are written in the Human Resource employment policy and located in the Student Code of Conduct Policy. The University prohibits 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 locations.

Albany State University 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 University 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.

Residence Life Alcohol Policy

Alcohol and Illegal Drugs 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 Policy in occurrence with Georgia Law.

Drug Risks and Consequences

- Alcohol and other drug use during pregnancy increases risk of physical harm 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.

For more information visit: www.drugabuse.gov and www.samhas.gov/

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. 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)

Reporting Crime Procedures:

We encourage the University

All crimes that occur on the campus of Albany State University along with all suspicious activities should be reported at once to The ASU Police Department. This can be done via the telephone or in person. The ASU Police Department is fully operational 24 hours a day. If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage the ASU 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 University or criminal justice system, we ask that you consider filing a voluntary, confidential report.

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 University to compile accurate records on the number and types of incidents occurring on campus.

Emergency Phones

Albany State University has 29 emergency phones installed throughout the campus. The phones are located around the academic buildings, public buildings and residence halls on campus. The phones are connected to the Albany State University Police Dispatch Command Center.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Albany State University's Police Website: <http://www.asurams.edu/about-asu/fiscal-affairs/campus-police/crime-statistics/>

By policy, we don't attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety.

Should an assault or a sexual assault take place, it should be reported to ASU Police immediately. If an assault occurs, please do not disturb the scene by clearing or removing any evidence, which could be used to pursue 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. Also, any changes in your living situation or academic situation will be made accordingly.

430-4711 office or 911 (Center)

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

All crimes that occur on the campus or information pertinent to the safety of the campus community will be reported through news releases and the student newspaper etc.

Safety Programs:

Albany State University Police, Student Affairs, Housing and Residential Life and other organization on campus which are affiliated with faculty and staff 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 University 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, simply submit to the director or coordinator of any programming unit on campus, a written request at least five (5) working days in advance and the Director/Coordinator or his/her designee will advise you on the availability of an internal or external instruction.

Safety tips for students:

You should immediately report any crime, suspected crime, or suspicious circumstances/person to 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 expected to return. This alerts them if you are overdue and also 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.

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.

Sexual Assault/Sexual Harassment Policies

Title IX/Sexual Harassment/Sexual Misconduct

Title IX of the Education Amendments of 1972 (Title IX) and its regulations dictate that no individual may be discriminated against on the basis of sex in any education program of activity receiving Federal financial assistance. Sexual harassment of students is a form of prohibited sex discrimination.

Title IX covers:

1. Gender equality with access to higher education.
2. Gender equality in athletics.
3. Gender in career path (i.e. women cannot be excluded from shop class).
4. Pregnant women and women with children cannot be denied an education.
5. Equal opportunity in employment-especially in education environments.
6. Gender equality in the educational environment, eliminating stereotypes.
7. Gender equality in access to upper level math and science.
- 8. Freedom from sexual harassment***
9. Gender equality in the exposure and instruction of technology.
10. Sexual misconduct investigation.

***Sexual Assault** refers to any crime in which the offender subjects the victim to sexual touching that is unwanted and offensive. These crimes can range from sexual groping or assault, to attempted rape.

USG Policy to Prohibit Discrimination & Harassment

If you have been the victim of or have witnessed sexual discrimination or harassment, you should notify a campus official as soon as possible. Any of the following individuals will assist you:

Chief of Police	229-288-3351
Anonymous Tip Line	229-430-7963
Ms. Rowena Daniels, Title IX Coordinator	229-430-0578
Dr. Vickie Phillips	229-430-4764
Residence Hall Staff	229-430-7849
Mrs. Stephanie Harrison-Dyer, Athletics Department Deputy Title IX Coordinator	229-430-1394
Dr. Stephanie Harris-Jolly, ASU Counseling Center	229-903-3610

Albany State University will not allow retaliation for reporting sexual discrimination or harassment. Any retaliatory harassment should be reported to college officials and will result in judicial actions. Albany State University will be in full compliance with President Obama's sexual assault initiative.

<https://www.asurams.edu.edu/web/potentialrealized/police>

For more resources for victims of sexual assault, visit the link below:

<https://www.notalone.gov>

Crime prevention tips:



SEXUAL ASSAULT AND RAPE STATISTICS AND DEFINITION

- Sexual assault affects many lives—both directly and indirectly. It is a crime that spans age, sexual orientation, religion, gender, and affects people of all socioeconomic backgrounds and education levels. It is estimated that one in five women are raped and sexually assaulted on College campuses in the United States.
- While precise legal definitions vary by states and jurisdictions, rape is the term commonly used to mean forced sexual intercourse, including vaginal, and or oral penetration.
- Throughout this section, we use the term sexual assault or sexual violence to refer to any unwanted sexual act against or without a person's consent, any sexual, physical verbal or visual act that forces a person against their will to have unwanted sexual contact or attention.
- No matter what the circumstances of the crime are, sexual violence is a weapon used by perpetrators to hurt and dominate others-motivated by a need to control, humiliate and, it is never a survivor's fault.
- We understand how difficult the pain of these experiences can be, and we honor the strength, courage, and time it takes to survive and heal. It is our sincere hope and intention that the information and resources in this section can help along that journey.

According to the U.S. Department of Justice, women aged 16-24 experience the highest per capita rate of intimate partner violence.

The following statistics were taken from the National Coalition against Domestic Violence:

- 53% of victims of domestic violence were abused by current or former boyfriend or girlfriend
- 21% of college students report having experienced dating violence by a current partner. 32% experienced dating violence by a previous partner.
- 13% of College women reported that they were forced to have sex by a dating partner.
- Among College students who were sexually assaulted, 35% of attempted rapes occurred on dates, 22% of completed rapes occurred on dates.
- **60% of acquaintance rapes on college campuses occur in casual or steady dating relationships.**

- On average, nearly 20 people per minute are physically abused by an intimate partner in the United States. During one year, this equates to more than 10 million women and men.
- An estimated 15.8% of women and 9.5% of men experienced other forms of sexual violence by an intimate partner during their lifetimes.
- An estimated 2.1% of both men and women experienced these forms of sexual violence by a partner in the 12 months before taking the survey.
- College-aged women experience a higher rate of partner violence than any other age group.
- 13% of college women say they have been stalked, according to the National Coalition against Domestic Violence.
- Of college students who have been sexually assaulted, 35 percent of them were assaulted while on a date.
- 6 in 10 acquaintance rapes on college campuses occur in dating relationships.

Sexual Assault Prevention:

DATE RAPE DRUGS

- A date rape drug, also called a predator drug, is any drug that can be used to assist in the execution of drug facilitated with sexual assault. (DFSA)
- Date rape drugs often have sedative, hypnotic, dissociative, and or amnesiac effects, and can be added to a food or drink without the victim's knowledge.

IF A RAPE OCCURS, IMMEDIATELY DO THE FOLLOWING:

- Go to a safe place, away from your attacker.
- Call the police at 430-4711 or 911
- Go to a hospital emergency room (Lily Pad) to be checked. The hospital will examine the body of the rape victim for injuries and collect evidence that an attacker may have left behind such as clothing, fibers, hairs, saliva, or semen that may help identify him.
- Don't bathe or change your clothes before you go to the hospital.

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.

Staying safe while socializing:

- Go to a social gathering with a group of friends, not alone.
- Don’t leave your drink unattended.
- Don’t accept drinks from people you don’t know.
- If you suspect a friend has been drugged, contact law enforcement immediately calls 911.

Self Defense:



Lt. Marcus Guess demonstrating a wrist locks escape method at the Self-Defense Training he facilitated at the A.S.U. New Student Center Ballrooms 1-3 on 04/23/2013 7 pm to 9 pm.

MOVES FOR GETTING OUT OF OR DEFENDING AGAINST COMMON HOLDS OR ATTACKS

Wrist Hold: Know what to do when an attacker has grabbed your wrist. Instead of pulling back to try to get out of the hold, squat down into a strong stance, then lean forward and bend your elbow towards him all the way toward his forearm until he can no longer hold onto your wrist.

Front and Back Choke Holds: Bend your elbow in to get out of the wrist hold, but then pushing upward to break free. Swing one arm across to break the attacker's hold, then use your other arm's elbow and in knife strike position to hit the attacker.

Bear Hug: Drop your weight and try to hit his head with your elbows or stomp his feet with your feet. If that doesn't work, pull his fingers back to force him to release you, rotate out of his hold, and attack him with your knees/kicks. (Pulling fingers is also an effect we move in a choke hold in some cases).

Mount Position: If the attacker has you pinned on the floor, you can pivot to be on top with this technique. Hook onto his wrist with one hand and use your other hand to grab behind his elbow, trapping his arm to your chest. Then use your foot to trap his foot and leg, lift your hips and turn over onto your knees to get on top.

Sexual Assault:

There are four phases to nearly all sexual attacks on women: 1) Identify an unsuspecting target, 2) subdue the target, 3) exhaust the target, and 4) Execute the sexual assault. We want to **fight with all our might** and the moves we have above in the second phase. In the third phase, however, right before an assailant executes his sexual attack, all he wants to do is exhaust the victim and gain complete control, so fighting back actually may backfire at that point, wasting energy. **Pretend to be compliant (kind of like playing dead for a bear). In those split moments, the predator will loosen his grip, giving you a chance to get away.**

HOW TO MAXIMIZE DAMAGE

Use your elbows, knees, and head. Those are the parts of the body that are most sensitive when hit. Now here are the parts of the body used most effectively for inflicting damage: your elbows, knees, and head (they're your body's bony built-in weapons).

Active Shooter – “How to Survive”:



**Albany Gang Unit Police Officer participating in
Active Shooter Drill at Albany State University on 7-15-14.**

PROFILE OF AN ACTIVE SHOOTER:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined populated area, typically through the use of firearms.

COPING WITH AN ACTIVE SHOOTER SITUATION:

Be aware of your environment and any possible dangers.

Take note of the two nearest exits in any facility you visit.

If You are in an office, stay there and secure the door.

HOW TO RESPOND TO AN ACTIVE SHOOTER:

1. EVACUATE

Have an escape route and plan in mind.

Leave your belongings behind.

Keep your hands visible.

2. HIDE OUT:

Hide in an area out of the shooter's view.

Block entry to your hiding place and lock the doors.

Silence your cell phone and/or pager.

3. TAKE ACTION:

Call 9-1-1 before family and friends.

Communicate via text message if possible.

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

Remain calm and follow instructions.

Put down any items in your hands (i.e. bags, jackets).

Raise hands and spread fingers.

Avoid quick movements toward officers such as holding on to them for safety.

Avoid pointing, screaming or yelling.

Do not stop to ask officers for help or direction when evacuations are in progress.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO.



Chief John Fields, Jr. and Major CaDedria Hill conducting Training for ASU Cabinet Members at Albany State University, 2014.

Tips for staying safe on and off campus:

- Always observe your surroundings.
- Be cautious when talking with strangers.
- Don't give out information to individuals you don't 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.

Tips for avoiding sexual assault crimes on and off campus:

- 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're 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. But 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 completely 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.

Gun Control Law: House Bill 60

House Bill 60 "Safe Carry Act" Code Section 16-11-127.1

- Weapons: pistol, revolver, any weapon designed or intended to propel a missile of any kind, bowie knife, switchblade knife, razor blade, spring stick, knuckles, stun gun, tasers, etc.
- Carrying weapons within school safety zones, at school functions, or on school property.
- Statute (law) does not permit carrying weapons on college nor technical campuses.
- Any license holder who violates this section shall be guilty of a misdemeanor.
- Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction, will be fined not more than \$10,000.00 and face imprisonment for not less than two, nor more than ten years .

Missing Person Protocol

Purpose:

This policy contains the official notification procedures of Albany State University 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, immediately notify ASU Police.

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 that will be used in the search efforts also.

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

If you believe a person is missing, you can report either of the campus law enforcement for on campus incidents or local law enforcement:

ASU Police Department (430-4711) 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.

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 general public may make such requests at the local State Police unit in Albany, GA.

Clery Act

(Crime Awareness and Campus Security Act of 1990)

The following is a response to Title II of the Student Right-to-Know and Clery (Campus Security) Act of 1990. It contains an abridged statement of the requirements and addresses our compliance.

A. Institutional policy statement on reporting crimes or other emergencies and response to these reports.

All crimes or other emergencies occurring on the campus of Albany State University are reported to the ASU Police Department. The ASU Police Department is located on the East side of campus across from the Academic Building (ACAD). The Universities policies and procedures designate ASU Police as the law enforcement unit for the institution. Employees and students are encouraged to report crimes directly to ASU Police. However, students may also report crimes to the Vice President of Student Affairs, who will then report the information received to ASU Police. Campus personnel are informed of this procedure through new employee/student orientation. Written reports are made and followed up by the appropriate personnel in ASU Police (detectives, safety officers, et al.)

B. Institutional policy statement on security and access to facilities and maintenance of security.

As a public institution of higher learning, Albany State University welcomes anyone interested in utilizing the wide range of educational facilities on campus. For security reasons, however, not all ASU buildings are open to the public. ASU student housing facilities are private residences, and a person must be a guest of a resident in order to enter any area of student housing during designated times. Furthermore, most buildings open to the public are closed and locked after regular business hours.

The ASU Police Department has a printed, internal policy on the security of buildings on campus as well as parking lots and parking decks. Other designated groups may have separate policies in conjunction with ASU Police, for example, Student Housing.

The ASU Police Department provides an escort service to students, staff, and campus visitors 24 hours a day, 365 days a year.

There are 16 emergency phones located at or near campus buildings and parking areas that dial directly to the ASU Police dispatcher. When an emergency phone or a call box is picked up or activated, the appropriate dispatcher is immediately notified of the location of the caller.

C. Institutional policy statement on campus law enforcement and the encouragement of accurate and prompt reporting of all crimes.

Albany State University has its own ASU Police Division comprised of sworn Police Officers with full arrest powers, certified by the Peace Officers Standards and Training Council, whose sole duties are campus law enforcement and safety. The department also employs Security Officers and Dispatchers to assist with security services and responsibilities on campus. The ASU Police Department has original

jurisdiction on campus. The reporting of crimes, promptly and accurately, is encouraged through distributed crime prevention material as well as through new employee/student orientation.

D. Descriptions of programs designed to inform students and employees about campus security procedures and practices:

The ASU Police Department provides updates in the ASU Short Takes, student voice newsletter and the ASU Info e-mail system, as needed to alert the campus in a timely manner to specific crimes and crime trends. Members of the ASU Police Department meet with Student Affairs representatives and the Resident Assistants on a periodic basis to discuss crime prevention issues. Members of the ASU Police department also meet with students of each residence hall on an annual basis.

The ASU Police Department provides information for employees at new employee orientation and through annual safety update training.

E. Program for the instruction about the prevention of crime:

The Administrative Section for ASU Police handles this function. Tasks include speaking with personnel on campus on crime prevention topics and distributing crime prevention tapes upon request. Flyers on crime prevention are also distributed routinely.

F. Statistics detailing the on-campus, non-campus, public property, and student residence (as defined in 34 CFR Part 668), occurrence of murder, manslaughter, sexual assault (forcible and non-forcible), robbery, arson, aggravated assault, burglary, and motor vehicle theft for the most current year as well as statistics for the three preceding years.

The ASU Police Department keeps statistical information on these crimes as well as any other misdemeanors and felonies to include traffic violations in the Records Section of the department. These statistics are forwarded to the Georgia Bureau of Investigation via the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program. Statistics are distributed to the campus in the form of a "Crime Report" which is printed quarterly with an annual overview. Annual Crime Statistics are published in ASU Short Takes. Quarterly statistical reports are published on the ASU Police web site, www.asurams.edu

G. Institutional policy statement on the monitoring of crimes at off-campus student organizations:

Any monitoring of crime off-campus is done by the agency of jurisdiction where the crime took place; however, we are usually advised by the agency in question or the victim (if a student) of the crime and offer any assistance especially if the crime is of a nature stated in "F." Further, the ASU Police Department, during normal business hours, reviews all crimes listed in "F" that occur on public property within or directly adjacent to and accessible from the campus that are reported to the Albany Police Department.

H. Statistics on arrests for violations of liquor or drug abuse as well as weapons possession violations:

The ASU Police Department maintains statistical information on these crimes in the Records Section. They are published in the "Crime Report."

I. Institutional policy statement on the monitoring of alcohol and drug abuse:

Alcohol is not allowed for sale on ASU property. Any other abuse of alcohol or drugs is subject to enforcement by ASU Police through Federal and State laws pertaining to such violations. Students living on campus are NOT allowed to have alcohol in their dormitory at any time.

J. Timely reports to the campus community on crimes considered to be a threat to other students, faculty and staff:

This function is handled by the Administrative Section or Detectives handling the case. A "ASU Police Update" is issued usually the same day of the incident or as soon as possible thereafter. The updates are sent to employees and students via E-mail, and updates are posted on bulletin boards in high traffic areas.

K. Disclosure in an annual report on "A" - "I."

Information is disseminated in the form of a "Crime Report" which is distributed quarterly as well as by an annual report.

L. Description of drug or alcohol abuse education programs:

Employees wishing information on drug or alcohol abuse education programs may contact Employee/Faculty Assistance Program and students wishing the same information may contact Student Health. The Administrative Section also has material on these subjects.

M. Institutional policy statement on campus sexual assault programs aimed at prevention of sexual offenses and on procedures followed once a sexual offense has occurred:

Students and employees wishing information on campus sexual assault may contact Counseling Center for material. The counseling center offers training and counseling pertaining to sexual abuse. Reports of sexual assaults can also be reported to the Title IX Coordinator. The ASU Police Department provides a 24-hour a day escort service for all ASU students and campus staff. Further, the campus sexual assault policy is found in the Student Handbook and ASU Police publishes statistics on sexual assaults.

If a sexual assault occurs the victim's academic and living situations will be changed upon request, if reasonably available. The accuser and accused have the same rights (if any) to have others present during the disciplinary hearing. The accuser and accused shall be notified of the outcome of a campus disciplinary proceeding.

N. Crime Log:

A crime log listing the crimes reported to the ASU Police within the last 60 day period are open to public inspection 24 hours a day 7 days per week. Crime logs older than 60 days are open to inspection within two business days of the request. All crimes reported to the ASU Police Department are posted to the crime log within two business days of the report unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The ASU Police may also withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. In cases where there is clear and convincing evidence to withhold information, the information will be disclosed when the adverse effect no longer exists.

Clery Act Reporting

INTRODUCTION

The purpose of the Clery Act is to provide the campus community with accurate, complete, and timely information about crime and the safety of the campus environment so that they can make informed decisions to keep themselves safe.

The federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education, receiving federal student aid, to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

The Clery Act requires universities to report campus crime statistics to the Department of Education (ED) on an annual basis. At Albany State University, the Albany State University Police Department (ASUPD) gathers and compiles the statistical information from Campus Security Authorities for Clery reporting. This manual provides guidance to employees and other individuals associated with Albany State University who has responsibilities under the Clery Act.

A Campus Security Authority (CSA) is a Clery-specific term that encompasses the following groups of individuals and organizations associated with an institution whose functions involve significant responsibility for student and campus activities: security and law enforcement officers, special events security staff, deans (or other senior student administrative personnel), title IX personnel, coaches, residence hall staff, physicians or nurses in a campus health center, overseers and advisors to student clubs and organizations, and staff involved in student discipline and campus judicial proceedings. *Professional and pastoral counselors are exempt from the reporting requirement while working within the scope of a license or certification.*

CSA's have an important role in complying with the Clery Act. CSA crime reports are used by the school to:

- Fulfill its responsibility to annually disclose Clery crime statistics, and
- To issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

CSA RESPONSIBILITY

Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn’t matter whether or not the individuals involved in the crime or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

What you must disclose, therefore, are statistics from reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to disclose the statistic. If you are in doubt as to whether a crime has been reported, rely on the judgment of law enforcement professionals.

If someone tells you about a crime or an incident that may be a crime, you must record the information on a Crime Statistic Report Form and submit the report to the Prairie View Police Department in a timely manner.

It is very important to provide as much information as possible on the form including personally identifying information, if it is available, to aid law enforcement and to categorize the crime. If a victim requests confidentiality, tell the person you are required to report the incident as an anonymous statistic but will not identify anyone involved if the victim wishes to remain anonymous. Other laws (such as Title IX), however, may require that you reveal details about the incident. If you need further guidance about your Title IX obligations contact Ms. Rowena Daniels AUS Title IX Coordinator.

Definition of Reportable Crimes

Primary Crimes

- **Murder/Manslaughter-** defined as the willful killing of one human being by another.
- **Negligent Manslaughter-** is defined as 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-** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape-** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery-** is defined as 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-** is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Burglary-** is unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle-** is 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.
- **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 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 weapons or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism or Property (except arson)** - to willingly or maliciously 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.
- **Gender**- A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion**- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation**- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/national origin**- A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- **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

- **Dating Violence**- violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Domestic Violence**- A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim;

2. By a person with whom the victim shares a child in common,
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

➤ **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.

CRIMINAL OFFENSES: ON CAMPUS**2011 - 2013****CRIMINAL OFFENSES: ON CAMPUS**

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0
B.	NEGLIGENT MANSLAUGHTER	0	0	0
C.	SEX OFFENSES - FORCIBLE	1	0	1
D.	SEX OFFENSES - (NON - FORCIBLE)	0	0	0
E.	ROBBERY	0	5	0
F.	AGGRAVATED ASSAULT	3	1	1
G.	BURGLARY	4	7	1
H.	MOTOR VEHICLE THEFT	1	5	0
I.	ARSON	0	0	0
	GRAND TOTALS	9	18	3

CRIMINAL OFFENSES - RESIDENCE HALLS

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	
B.	NEGLIGENT MANSLAUGHTER	0	0	
C.	SEX OFFENSES - FORCIBLE	1	0	
D.	SEX OFFENSES - (NON - FORCIBLE)	0	0	
E.	ROBBERY	0	5	
F.	AGGRAVATED ASSAULT	3	1	
G.	BURGLARY	4	7	
H.	MOTOR VEHICLE THEFT	0	0	
I.	ARSON	0	0	
	GRAND TOTALS	8	13	

CRIMINAL OFFENSES - PUBLIC PROPERTY

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	
B.	NEGLIGENT MANSLAUGHTER	0	0	
C.	SEX OFFENSES - FORCIBLE	0	0	
D.	SEX OFFENSES - (NON - FORCIBLE)	0	0	
E.	ROBBERY	0	0	
F.	AGGRAVATED ASSAULT	0	0	
G.	BURGLARY	0	0	
H.	MOTOR VEHICLE THEFT	1	0	
I.	ARSON	0	0	
	GRAND TOTALS	1	0	

CRIMINAL OFFENSES - HATE CRIMES

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	
B.	NEGLIGENT MANSLAUGHTER	0	0	
C.	SEX OFFENSES - FORCIBLE	0	0	
D.	SEX OFFENSES - (NON - FORCIBLE)	0	0	
E.	ROBBERY	0	0	
F.	AGGRAVATED ASSAULT	0	0	
G.	BURGLARY	0	0	
H.	MOTOR VEHICLE THEFT	0	0	
I.	ARSON	0	0	
	GRAND TOTALS	0	0	

CRIMINAL OFFENSES - HATE CRIMES (RESIDENCE HALLS)

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	
B.	NEGLIGENT MANSLAUGHTER	0	0	
C.	SEX OFFENSES - FORCIBLE	0	0	
D.	SEX OFFENSES - (NON - FORCIBLE)	0	0	
E.	ROBBERY	0	0	
F.	AGGRAVATED ASSAULT	0	0	
G.	BURGLARY	0	0	
H.	MOTOR VEHICLE THEFT	0	0	
I.	ARSON	0	0	
	GRAND TOTALS	0	0	

CRIMINAL OFFENSES - HATE CRIMES (PUBLIC PROPERTY)

		2011	2012	2013
A.	MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	
B.	NEGLIGENT MANSLAUGHTER	0	0	
C.	SEX OFFENSES - FORCIBLE	0	0	
D.	SEX OFFENSES - (NON - FORCIBLE)		0	
E.	ROBBERY	0	0	
F.	AGGRAVATED ASSAULT	0	0	
G.	BURGLARY	0	0	
H.	MOTOR VEHICLE THEFT	0	0	
I.	ARSON	0	0	
	GRAND TOTALS	0	0	

CRIMINAL OFFENSES - ARRESTS: PUBLIC PROPERTY

		2011	2012	2013
A.	ILLEGAL WEAPONS - POSSESSION	0	0	
B.	DRUG LAW VIOLATIONS	0	0	
C.	LIQUOR LAW VIOLATIONS	0	0	
	GRAND TOTALS	0	0	

CRIMINAL OFFENSES - ARRESTS (RESIDENCE HALLS)

		2011	2012	2013
A.	ILLEGAL WEAPONS - POSSESSION	3	3	
B.	DRUG LAW VIOLATIONS	28	37	
C.	LIQUOR LAW VIOLATIONS	14	21	
	GRAND TOTALS	45	61	

CRIMINAL OFFENSES - ARRESTS (PUBLIC PROPERTY)

		2011	2012	2013
A.	ILLEGAL WEAPONS - POSSESSION			
B.	DRUG LAW VIOLATIONS			
C.	LIQUOR LAW VIOLATIONS			
	GRAND TOTALS			

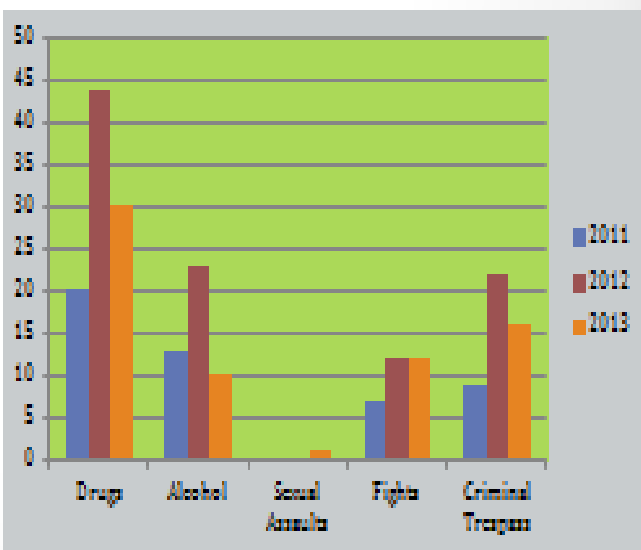
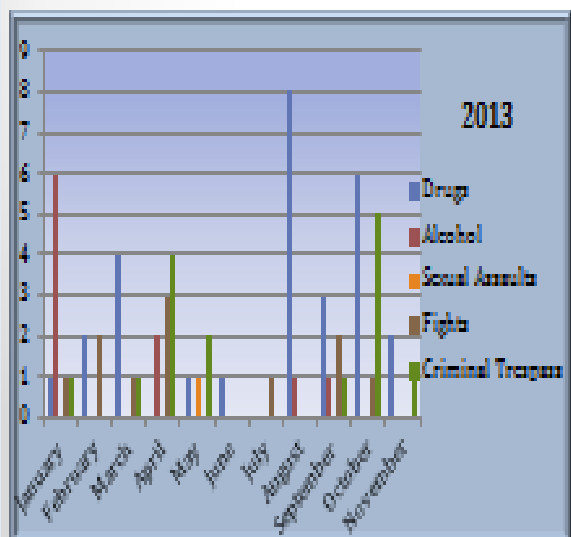
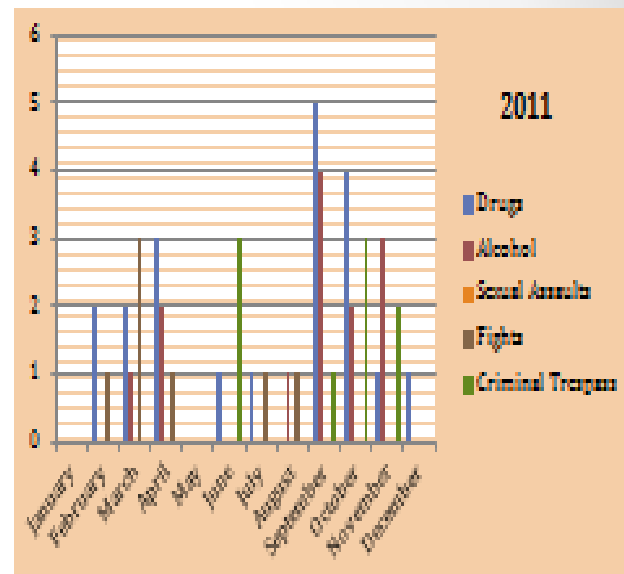
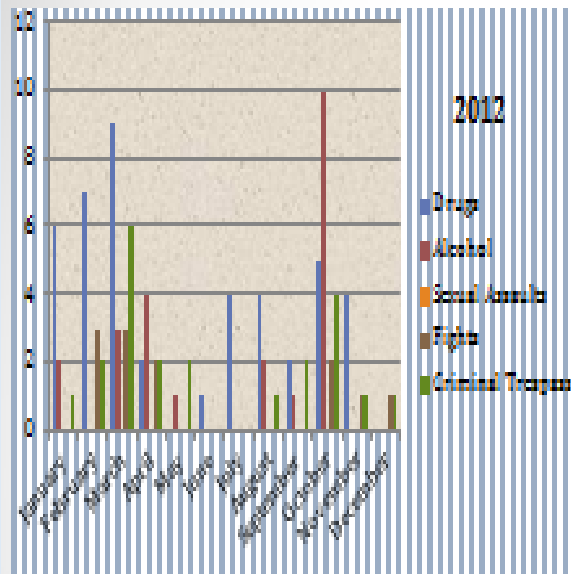
**CRIMINAL OFFENSES - DISCIPLINARY ACTIONS (STUDENT
HOUSING FACILITIES)**

		2011	2012	2013
A.	ILLEGAL WEAPONS - POSSESSION	0	0	
B.	DRUG LAW VIOLATIONS	0	0	
C.	LIQUOR LAW VIOLATIONS	0	0	
	GRAND TOTALS	0	0	

**CRIMINAL OFFENSES - DISCIPLINARY ACTIONS (PUBLIC
PROPERTY)**

		2011	2012	2013
A.	ILLEGAL WEAPONS - POSSESSION	0	0	
B.	DRUG LAW VIOLATIONS	0	0	
C.	LIQUOR LAW VIOLATIONS	0	0	
	GRAND TOTALS	0	0	

How Safe is ASU???



2014 Campus Safety and Security Survey

Annual Fire and Safety Report

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.

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 Drill- 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 takes 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 University residence halls 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 has been a leader 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 University 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 University 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. These policies, guidelines and other fire safety information can be accessed on the Internet at <http://www.ehs.edu>.

Additional protection is provided by University Police Officers who are trained for initial response to fire incidents occurring at University facilities. Officers provide assistance in building evacuation and extinguishment/confinement of small fires.

Institution: Albany State University (138716) - Albany State University (001)

User ID: C1387161

Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility. If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to revise the number of On-campus Student Housing Facilities.

Housing Facilities				
Name of Facility		Street Address		2013
				Number of Fires Status
1	Hall 2	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
2	HALL 3	504 College Drive	1 <input type="button" value="VIEW"/>	Updated
3	Hall 1	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
4	Hall 4	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
5	North Hall	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
6	South Hall	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
7	East Hall	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
8	Hall 5	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
9	Hall 6	504 College Drive	0 <input type="button" value="VIEW"/>	Updated
Total			1	

Caveat:

You can access the Fire Alarms for 2014-2015 academic year on the ASU PD website @

<http://www.asurams.edu/about-asu/fiscal-affairs/campus-police/crime-statistics/>

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

Environmental Health and Safety (EHS), in coordination with Residence Life and Food Service, provides annual training to Resident Assistants (RA), Community Assistants and Residence Life Coordinators. The local fire department also assists with training.

Topics addressed during training include:

- Fire prevention in the residence 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

Fire Incident Reporting

Students, faculty and staff are instructed to call 911 to report a fire emergency.

Non-emergency notifications

Students, faculty and staff are instructed to call 911 or 430-4711 (ASU PD) to report a fire emergency.

Non-emergency notifications are made to:

- Housing Management Office (229-430-4741)
- Facilities Management (229-430-0697)
- ASU Police Department (229-430-4711)

Plans for Future Improvement in Fire Safety

Albany State University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students.

Important Phone Numbers and Other Contact Information

- | | |
|-----------------------------|--------------|
| 1. ASU PD | 229-430-4711 |
| 2. Bonisha Porter | 229-809-1880 |
| 3. Albany Fire Department | 911 |
| 4. Albany Police Department | 22-431-2100 |

Albany State University Clery Geographical Reporting Areas





Dr. Stephanie Harris-Jolly, Director, Counseling, Testing and Disability Services

COUNSELING AND STUDENT DISABILITY SERVICES:

The Counseling and Student Disability Services (CSDS) assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Student Services Program Center coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming academic physical and social environment for students with disabilities at Albany State University.

The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity. These laws guide Albany State University in its commitment to serve qualified students. The CSDS Center serves as the primary advocate for students with disabilities who attend ASU.

Staff members of the CSDS serve as advocates for students with disabilities, encouraging and empowering them to be advocates for themselves. The staff will also assist faculty and other members of the University community in becoming familiar with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act so that they may comply with such legislation. In order for faculty and staff to understand their role in providing reasonable accommodation, the following information about CSDS's purpose, policies, and procedures was developed.

For further information and assistance, please contact: Counseling and Student Disability Services
Albany State University
504 College Drive
Albany, Georgia 31705
[New Student Center Green Zone 2-141](#)
(229) 903-3611-direct line
(229) 903-3610-main office

ALBANY STATE UNIVERSITY

Counseling and Student Disability Services

FERPA COMPLIANCE

WITH

GUIDANCE FROM THE UNIVERSITY SYSTEM OF GEORGIA

FERPA http://www.usg.edu/siteinfo/web_privacy_policy

Albany State University Counseling and Student Disability Services are committed to maintaining the privacy and accuracy of personal information. We do not actively share personal information. However, some information may be subject to the Georgia Open Records Act. This means that while we do not actively share information, in some cases we may be compelled by law to release specified information. All other Georgia public universities also comply with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of educational records without the student's permission.

ALBANY STATE UNIVERSITY
Counseling and Student Disability Services
HIPAA COMPLIANCE
WITH
GUIDANCE FROM THE UNIVERSITY SYSTEM OF GEORGIA

HIPAA

http://www.usg.edu/legal/hipaa/policies_procedures_for_hipaa_compliance#physical

Each counseling and student disability record maintained by ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES in physical form will be kept appropriately secured in a locked location. Each Electronic counseling record maintained by ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES shall be kept in a secure environment and protected by appropriate electronic safeguards. Protected psychological, medical and disability information stored in computers is to be password protected.

Passwords are individual specific and are not to be shared by or accessible to more than one individual. Electronic transmission devices, including computers, telefax machines, and other electronic equipment over which protected psychological, medical and disability information may be received or transmitted are to be maintained in secure sites and/or away from public access. Computer screens containing protected psychological, medical and disability information are to be inaccessible to public view. Computers that store protected health information as to be secured before being left unattended.

Psychological, medical and disability information may only be accessed by authorized personnel. It is the responsibility of ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES to only release psychological, medical and disability information upon receipt of a signed consent form and/or release of information form. Physical access to controlled areas and user accounts that provide access to protected health information are to be revoked upon the termination of an employee, student, or trainee or when others such as contractors and vendors, no longer require access.

The unauthorized access to or unauthorized use or disclosure of psychological, medical and disability information that exists in any ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES record may be subject the responsible employee, student, or trainee to disciplinary action up to, and including termination of employment or suspension or expulsion from a student or trainee program. This extends to the unauthorized use or disclosure of psychological, medical and disability information that is overheard during the course of counseling, consultations or information that is otherwise learned or secured by any ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES employee, student or trainee by virtue of their employment or academic or training association with the University System of Georgia.

If, ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES become aware of the unauthorized use or disclosure of protected psychological, medical and disability information that causes or could reasonably cause harm should immediately report the incident to the ALBANY STATE UNIVERSITY Privacy Officer, the Senior Vice Chancellor for Support Services, the Director of Human Resources, or any attorney in the ALBANY STATE UNIVERSITY Office of Legal Affairs. To the extent

practicable, ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES will attempt to minimize the known harmful effects and/or correct known instances of harm.

All ALBANY STATE UNIVERSITY COUNSELING AND STUDENT DISABILITY SERVICES employees, students, or trainees who may use, disclose, or have access to identifiable health information contained in any health record must, as a condition of continued employment or training, complete a training program that outlines employee responsibility and patient rights under the statutory privacy regulations contained in HIPAA.



STUDENT HEALTH SERVICES

Welcome to Student Health Services

Student Health Services Mission Statement:

The Mission of Albany State University Student Health Services (ASU-SHS) is to provide a quality, cost-effective episodic health care delivery system to meet basic holistic health care needs to students presently enrolled. Further, the ASU-SHS provides current health promotional programs and medical counseling referral for students as appropriate or when urgent situations occur. By providing quality health care, Albany State University Student Health Services enables students to achieve well-being and educational success.

Albany State University Student Health Services provides episodic health care and health promotion services to students registered at the University. The services include assessments and treatment, follow-up and referrals. There is no overnight stay but minimum confinement for observation and referrals to physicians or local hospitals as indicated. The nursing staff provides health maintenance assistance via referral for students with chronic health conditions. The Health Center staff includes two Nurse Practitioners, a Consulting Physician and a Licensed Practical Nurse.

Student Health Services is responsible for disseminating health promotional education to all students. Student Health Services complies with the Health Insurance Portability and Accountability Act (HIPAA rules and regulations). All health and medical information contained in medical records is strictly confidential and may not be released without written permission of the student or by a court order.

The University System of Georgia requires all students to be current with immunizations and to submit documentation of their current immunization status. Immunization records are submitted and maintained in the office of Student Health Services. Students who do not submit this information will have an immunization hold placed in their record. If a hold is placed in the student's record, registration for the following semester will be denied until the information is submitted. A health history will be completed at the time of the first visit to the center.

A Student Health Fee is included in the registration fees and provides unlimited visits to the Health Center. Services are provided on a walk-in, first come first serve basis unless there is an emergency as deemed by the staff. The health fee does not cover admission to hospitals or payment to drugstores for filling prescriptions. Any expenses incurred for treatment or care by the hospital or local physicians will be the financial responsibility of the student and his/her parents/guardians. Student medical insurance is strongly encouraged.

Albany State University reserves the right to request a student to submit to a medical examination whenever advisable. Registration may be denied any student, prospective or enrolled, who, in the judgment of University Health Services, is suffering from an illness that would endanger the health of others or for which the university cannot provide services.

STUDENT HEALTH INSURANCE

A Student Health Fee is included in the registration fees and provides unlimited visits to the Health Center. Services are provided on a walk-in, first come first serve basis unless there is an emergency as deemed by the staff. The health fee does not cover admission to hospitals or payment to drugstores for filling prescriptions. Any expenses incurred for treatment or care by the hospital or local physicians will be the financial responsibility of the student and his/her parents/guardians. Student medical insurance is strongly encouraged; AND is mandatory for graduate students, international students, athletes and certain majors.

United HealthCare Insurance Company is the University System of Georgia student health insurance vendor. Please visit the link below for premium rates, plan coverage and enrollment <https://www.uhcsr.com/SelfServiceSupport/Students/CollegeHome.aspx> or contact United Healthcare Student Resource customer service @ 800-767-0700 or customerservice@uhcsr.com.

Office Location & Hours:

Hours : 8AM - 5PM

Monday - Friday

Location : Billy C. Black Building Room 138

Phone: Office 229.430.4766

Fax: 229.430.1652

ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES – PATIENT RIGHTS

1. Each student has the right to accurate and easy to understand information about their plan of care.
2. Each student has the option to choose a medical care provider in Student Health Services or another medical provider of their choice.
3. Each student has the right to considerate and respectful care from the staff of Student Health Services.
4. Each student has the right to know their treatment options and take part in the decisions about their care.
5. Each student has the right to talk privately with a health care provider in Student Health Services and to have their information protected. Each student has a right to request a copy of their health care record. (A signed release of information is required).
6. Each student has a right to a fair, fast and objective review of any complaint they may have against Student Health Services and its staff.
7. Each student has the right to access Student Health Services during posted business hours. In case of an emergency the student is encouraged to contact Emergency Medical Services at 911 or campus police at 4711.

ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES – PATIENT RESPONSIBILITIES

1. Each student is responsible for submitting accurate and up to date immunization records.
2. Each student is responsible for providing accurate and up to date medical history.
3. Each student is responsible for providing accurate information about current illness.
4. Each student is responsible for maintaining compliance in plan of care.
5. Each student is responsible for following up with provider during plan of care.
6. Each student is responsible for any medical expenses incurred off campus.
7. Each student is responsible for making healthy lifestyle choices.

ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES – HIPAA FERPA COMPLIANCE WITH GUIDANCE FROM THE UNIVERSITY SYSTEM OF GEORGIA

HIPAA http://www.usg.edu/legal/hipaa/policies_procedures_for_hipaa_compliance#physical

Each healthcare record maintained by ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES in physical form will be kept appropriately secured in a locked location. Each electronic healthcare record maintained by ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES shall be kept in a secure

environment and protected by appropriate electronic safeguards. Protected health information stored in computers is to be password protected. Passwords are individual specific and are not to be shared by or accessible to more than one individual.

Electronic transmission devices, including computers, telefax machines, and other electronic equipment over which protected health information may be received or transmitted are to be maintained in secure sites and/or away from public access. Computer screens containing protected health information are to be inaccessible to public view. Computers that store protected health information are to be secured before being left unattended.

Health information may only be accessed by authorized personnel. With the exception of the use and disclosure of health information directly related to treatment and to the extent practicable, access to health information by ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES employees or other authorized personnel is restricted to the minimum necessary to execute their job responsibilities.

It is the responsibility of ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES to identify those persons or classes of persons who are authorized to access, use or disclose health information and specifically to identify to what health information to which they may have access.

Physical access to controlled areas and user accounts that provide access to protected health information are to be revoked upon the termination of an employee, student, or trainee or when others, such as contractors and vendors, no longer require access.

The unauthorized access to or unauthorized use or disclosure of health information that exists in any ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES health record may subject the responsible employee, student, or trainee to disciplinary action up to and including termination of employment or suspension or expulsion from a student or trainee program. This extends to the unauthorized use or disclosure of health information that is overheard during the course of business or health information that is otherwise learned or Page 2 of 2 secured by any ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES employee, student or trainee by virtue of their employment or academic or training association with the University System. If, ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES become aware of the unauthorized use or disclosure of protected health information that causes or reasonably could cause harm should immediately report the incident to the ALBANY STATE UNIVERSITY Privacy Officer, the Senior Vice Chancellor for Support Services, the Director of Human Resources, or any attorney in the ALBANY STATE UNIVERSITY Office of Legal Affairs. To the extent practicable, ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES will attempt to minimize the known harmful effects and/or correct known instances of harm.

All ALBANY STATE UNIVERSITY STUDENT HEALTH SERVICES employees, students, or trainees who may use, disclose, or have access to identifiable health information contained in any health record must, as a condition of continued employment or training, complete a training program that outlines employee responsibility and patient rights under the statutory privacy regulations contained in HIPAA.

FERPA http://www.usg.edu/siteinfo/web_privacy_policy

Albany State University Student Health Services is committed to maintaining the privacy and accuracy of personal information. We do not actively share personal information. However, some information, in some cases we may be compelled by law to release specified information. All other Georgia public

universities also comply with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of educational records without student permission.



Angelnique A. Jordan,

Judicial Affairs Coordinator, Albany State University

ALBANY STATE UNIVERSITY

Office Student Ethics and Integrity

Types of cases addressed by the Office Student Ethics and Integrity/Zero Tolerance Policy

Type of cases addressed by the Office of Judicial Affairs:

The Office of Judicial Affairs addresses any alleged violation of the Student Code of Conduct as well as all alleged violations of the Zero Tolerance Policy. This office also addresses faculty, staff, and student complaints that relate to the Student Code of Conduct.

The areas of zero tolerance policy:

There are eight (8) areas of the ASU Zero Tolerance Policy. The areas are Drugs, Weapons, Alcohol, Sexual Misconduct, Hazing, Gang Related Activities, Tampering or Destruction of Safety & Security Devices, and Property Damages in Excess of \$500.00.

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 will take disciplinary action for any and every alcohol, drug, weapon, sexual misconduct, hazing, gang related activity, tampering or destruction of safety devices and property damages in excess of \$500.00 violation.

Formal hearing cases are done:

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).*

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 behavioral 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 University’s event on campus and any property associated with university events.

Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from Albany State University.

Students residing in University housing may also lose the privilege of living on campus for violating University rules and regulations or conditions of the housing contract. In most cases the Office of Student Ethics and Integrity will assign developmental and educational interventions designed to

promote greater awareness and 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 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.

Parental Notification policy

Albany State University reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes Albany State University to disclose disciplinary records concerning violations of the University's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

The University 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*.

Albany State University's Response to Sexual and Gender Violence

Personal Safety

Theft, disorderly conduct, and alcohol related offense are very common on university campuses. However, they don't 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's important to know your surroundings

---- **Be alert always**

---- **Call for Help- Scream loud as you can**

---- **Report any suspicious people and or activity, immediately to the police.**

In the state of Georgia

RAPE is defined as a person commits the offense of rape when he has carnal knowledge of:

1. A female forcibly and against her will; or
2. A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ.

In the state of Georgia

Sexual Assault is defined as

1. "Actor" means a person accused of sexual assault.
2. "Intimate parts" means the genital area, groin, inner thighs, buttocks, or breasts of a person.
3. "Psychotherapy" means the professional treatment or counseling of a mental or emotional illness, symptom, or condition.
4. "Sexual contact" means any contact between the actor and a person not married to the actor involving the intimate parts of either person for purpose of sexual gratification of the actor.

“Good Faith” Clery Annual Safety Report Sexual Assault, Domestic Violence Dating Violence, and Stalking Policy Statement

Albany State University’s Response to Sexual and Gender Violence

Albany State University is committed to providing a safe learning and working environment. In compliance with federal laws policies and procedures 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, and is located 111 Joseph Holley Drive. The Title IX Coordinator can be reached at 229-430-0578, 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 229-430-2100/5260 and is located at 201 W. Oglethorpe Blvd.

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

- | | |
|--|--------------|
| 1. Chief of Police | 229-288-3351 |
| 2. Anonymous Tip Line | 229-430-7963 |
| 3. Ms. Rowena Daniels, Title IX Coordinator | 229-430-0578 |
| 4. Dr. Vickie Phillips | 229-430-4764 |
| 5. Residence Hall Staff | 229-430-7849 |
| 6. Mrs. Stephanie Harrison-Dyer, Athletics Dept. Deputy Title IX Coordinator | 229-430-1394 |
| 7. Dr. Stephanie Harris-Jolly, ASU Counseling Center | 229-903-3610 |

Employees may also report to ASU Human Resources Office located in the Billy C. Black Building located on Joseph Holly Drive (upper campus). Human Resource contact number is 229-430-4623. All of these offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police, if they elect to do so. Victims are not required to report law enforcement in order to receive assistance from or pursue any options with Albany State University.

Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, or stalking occurs it is important to preserve evidence so that a successful criminal prosecution remains an option.

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 the city of Albany, GA also offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. The **Lily Pad or Victims Advocate Center** is available to assist any student or employee free of charge and will 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 to access these resources that include the following:

Albany State University Title IX Coordinator Rowena Daniels (229)430-0578 Reese BLD 504 College Dr. Albany, GA 31504

Albany State University Disability and Counseling Center (229)903-3610 New Student Center 504 College Drive Albany, GA 31504

Phoebe Putney Hospital (229)312-1000 417 3rd Ave W. Albany, GA 31701

Lily Pad Crisis Center (229)435-0074 W 2nd Ave, Albany, GA 31701

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual assault, domestic violence, dating violence, or stalking Albany State University is committed to providing them a safe learning and working environment as possible. Upon request, Albany State University will make any reasonably available change to a victim's academic, living, transportation, and or working situation. Students may contact Student Affairs Office, 903-3604 in the New Student Center 504 College Drive, Albany, GA, for assistance, and employees may contact Human Resources Office, 229-430-4623, in the Billy C. Black Building, Joseph Holley Drive, Albany, GA for assistance.

If a victim reports to law enforcement, they may assist them in obtaining a terminology for no-contact/restraining order used in institution's jurisdiction from criminal court. Albany State University is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Albany State University is also committed to protecting victims from any further harm, and Albany/Dougherty Court System may issue an institutional no-contact order.

Victim Confidentiality

Albany State University recognizes 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. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including concerning identification of victim identity in incident reports or when used in a criminal prosecution and shared with the accused.

Reports made to Albany State University 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 absolutely 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 is 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 Albany State University prohibits 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

Conduct Proceeding

Albany State University strictly prohibits 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 Albany State University. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension and or probation. Incidents involving accused students will be handled by Ms. Angelnique Jordan, the Judicial Officer in Student Affairs. Her officer is located in the New Student Center in the Red zone (2-119) on the second floor. He office number is (229)420-7030. Any incident that involved accused employees/affiliates will be handled by The ASU Human Resource Office located in the Billy C. Black Building Room 382, Office line (229)430-4623.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings 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, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Investigation shall be conducted within a reasonable time frame 60 days or less 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. Determination shall be made with reasonable time frame (7days) unless there are mitigating circumstances in which the accuser and the accused shall be notified, providing an explanation, and the amount of additional time required.

Determination shall be made by the Student Affairs Judicial selection committee within 5 days of the hearings or an investigation using the preponderance of the evidence standard which means that it is more than likely than not that the alleged misconduct occurred.

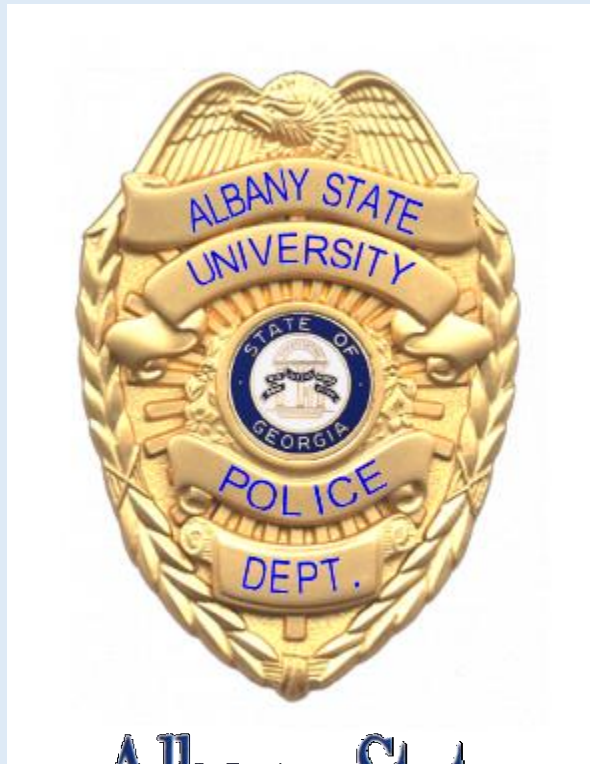
In all proceeding, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and timeframe, within 7 days, for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free or not share the details with any third parties.

For additional information about student conduct proceedings please consult the ASU Student of Conduct Handbook available at:

<http://www.asurams.edu/wp-content/uploads/2014/03/Code-of-conduct.pdf>

For additional information about employee conduct proceedings please consult ASU Human Resource Office. They can be found online at:

<http://www.asurams.edu/about-asu/fiscal-affairs/human-resources/staff-team/>



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