



UNIVERSITY OF WEST GEORGIA

Annual Security and Fire Safety Report

Carrollton and Newnan Campuses

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A MESSAGE FROM THE CHIEF OF POLICE

The University of West Georgia Police Department (UWGPD) is committed to providing the University of West Georgia with a safe, educational environment to allow for student success. Although reported crime at West Georgia is relatively low, students need to remember that we are not immune from criminal activity. Therefore, we share many of the crime and safety issues that exist in any city. In partnership with the Carrollton community, we work to prevent crime and solve problems that affect students, faculty, and staff. The safety and security of the University of West Georgia is the combined responsibility of the entire University community.

To maintain a productive working relationship with the community and to respond to its needs, the University Police Department is organized into four twelve-hour shifts that work 24 hours a day, seven days a week, 365 days a year. Officers conduct visible patrols, respond to reports of crimes, address problems, and provide information and resources to the community as prescribed by state & federal laws. This information - which includes many practices, procedures, and safety tips for keeping safe at West Georgia, is delivered in several ways. It is published in our Crime Statistics and Crime Logs, which appear on the University of West Georgia Clery Act webpage at <https://www.westga.edu/cleryact/>. This information is also discussed in safety talks conducted by police officers at student orientations, new employee orientations, and other gatherings of faculty, staff, students, and community members.

I encourage all students, faculty, staff, and visitors to be aware of the resources offered by the department and innovative equipment being utilized daily. Our officers are committed to initiating and maintaining close ties with the community. Feel free to stop by our office at Row Hall to ask any questions about security issues that are important to you. Also, by taking the time to familiarize yourself with our resources and using the information provided on our website at www.westga.edu/police, you will be helping us to help you pursue a safe campus. Feel free to contact me with questions or suggestions at (678) 839-6000 or nwatson@westga.edu.

Dr. George "Ned" Watson
Chief of Police
University of West Georgia



ABOUT THE UNIVERSITY OF WEST GEORGIA POLICE

The University of West Georgia Police Department is part of the President's Division, and the Chief of Police reports directly to the President. The department was organized to provide law enforcement, security, parking control, and transportation services for members of the University Community. On January 1, 2008, the department known as Public Safety was officially renamed the University of West Georgia Police Department, and the parking and transportation services were transferred to Auxiliary Services.

The University Police Department provides traditional law enforcement services, security, and emergency response to the University Community 24 hours a day, seven days a week, 365 days a year. Each officer and employee is responsible for accomplishing the department's mission through performance and demonstrating excellence in professional law enforcement and safety services.



The University of West Georgia Vision Statement is

"Serving with P.R.I.D.E."

Professionalism

Respect

Integrity

Diversity

Engagement



UNIVERSITY POLICE ORGANIZATION

The University of West Georgia Police Department is organized into the Uniform Patrol, Administrative, Emergency Management/Communications, and Investigations teams. Each team performs separate and distinct interrelated activities. Each team commander is a direct report to the Chief of Police. The Chief of Police reports directly to the University of West Georgia President.

The Administrative Division is commanded by a Deputy Chief of Police, who oversees the department, special events security planning, Access Control team, part-time/contract reserve officers, student auxiliary patrol, unsworn security officers, and the Newnan Campus officer. The Administrative Division maintains communications equipment and a body-worn camera system and ensures the campus alarm and surveillance systems are operational.

The Patrol Division is commanded by a Deputy Chief of Police, who oversees day and night shift patrol teams. Each shift is 12 hours supervised by a Patrol Sergeant who oversees two to three patrol officers. The Patrol Division is responsible for proactive patrol, responding to various calls for service, community outreach programs, working security for special events, and answering emergency calls that come into the dispatch center.

The Criminal Investigations Team consists of one Criminal Investigations Lieutenant who oversees three Criminal Investigators responsible for investigating criminal cases, conducting administrative investigations, and acting as a liaison between the University Police and other campus partners. One of the investigators is assigned to the Aggressive Crime Enforcement (ACE) Unit task force. The task force comprises officers and deputy sheriffs from Carrollton Police Department and Carroll County Sheriff's Office. The team also has a records coordinator responsible for records compiled by the department and assists with records requests when needed by the institutional records coordinator.

The Emergency Management/ Communications Team comprises one manager and five full-time and two part-time communications officers. The communications officers route all incoming emergency calls from the University of West Georgia campus community to the appropriate team. The Emergency Management manager prepares the Comprehensive Emergency Management Plan (CEMP), trains the UWG Community on its contents, and annually submits the document to the University System of Georgia. This team also oversees the emergency warning system (LiveSafe) operation.

AUTHORITY AND JURISDICTION

University Police Officers are authorized under Georgia O.C.G.A. § 20-3-72 to make arrests on and within 500 yards of any property owned or controlled by the Board of Regents of the University System of Georgia within the State of Georgia. While University Police officers patrol areas adjacent to the state-owned property of the University of West Georgia Carrollton Campus, the primary jurisdiction of the University Police Department is limited to that property controlled by the University of West Georgia. Each police officer, prior to exercising the powers of a University Police Officer, will fulfill the training requirements of a sworn/certified officer as defined in O.C.G.A. § 35-8-8 et. seq.

Since the University falls under the authority of the University System of Georgia, University Police officers have arrest authority on the campuses and within the 500-yard surrounding area of the other institutions within the system. Certified officers from those institutions may also exercise their arrest powers on the UWG campus.

COLLABORATION WITH OTHER AGENCIES

The University Police Department has a Memorandum of Understanding with the City of Carrollton Police Department, the Carroll County Sheriff's Office, the City of Newnan Police Department, and the Coweta County Sheriff's Office. This mutually beneficial relationship between departments allows officers to work cross-jurisdictionally in the event of an emergency. It also promotes a good working relationship between UPD investigators and the investigative units of the respective departments. The University of West Georgia maintains a working relationship with state law enforcement agencies such as the Georgia State Patrol and Georgia Bureau of Investigations and may request their assistance in investigating serious incidents. In addition, UWG Police may request officers from other University System of Georgia police agencies to assist with large-scale events, emergencies, or supplemental patrol. Crimes involving student organizations at off-campus locations are handled by the appropriate local law enforcement agency as determined by jurisdiction. They may be brought to UWG's attention via channels within our police department. **UWG encourages the accurate and prompt reporting of crimes or other emergencies to the University Police Department and/or appropriate police agencies, when the victim of a crime elects to or is unable to make such a report.**

The Carrollton Police Department and the University of West Georgia Police Department share a summary of all incidents they respond to at the end of each work rotation. This allows each agency to work together to solve crimes and detect incident patterns. Incidents reported to the University Police Department by the Carrollton Police Department are entered into the daily crime log if they meet the guidelines outlined in the Clery Act.

INTRODUCTION: AN OVERVIEW OF CAMPUS SAFETY AND SECURITY REPORTING

WHAT IS THE JEANNE CLERY CAMPUS SAFETY ACT?

The Jeanne Clery Campus Safety Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Jeanne Clery Campus Safety Act was originally enacted by the US Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990. The Jeanne Clery Campus Safety Act was named for Jeanne Clery, a Lehigh University student that was murdered in 1986. Clery's parents, Howard and Connie, also started a non-profit group called Security on Campus in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. All public and private institutions of post-secondary education participating in federal student aid programs are subject to the Jeanne Clery Campus Safety Act. Non-compliant institutions may be fined by the U.S. Department of Education and may face other sanctions and individuals could be held criminally accountable as well. In maintaining compliance with the Jeanne Clery Campus Safety Act, the University of West Georgia Police Department provides an annual campus security report to the public. The report is presented as one cohesive document as required by federal law 20 USC 1092 (f).

PREPARING THE ANNUAL SECURITY AND FIRE SAFETY REPORT

The Annual Security and Fire Safety Report (ASFSR) is prepared by the UWG Clery Coordinator with assistance from members of the University Clery Committee. The Clery Committee consists of individuals from multiple departments across campus who work collaboratively to ensure campus compliance with the Jeanne Clery Campus Safety Act. These departments include but are not limited to University Police, Office of Legal Affairs, Health Services, Counseling Services, the Dean of Students, Facilities, Housing and Residence Life, Title IX, Human Resources, and Emergency Management. Each year the university Clery Coordinator works with these individuals to gather updated information on policies, crime statistics, and disciplinary referrals to include in the Annual Security Report. Using the guidelines of the Jeanne Clery Campus Safety Act, these policies and statistics are compiled and submitted to the Department of Education and the Board of Regents of the University System of Georgia. The Annual Security Report is published to the community by October 1st.

HOW WE COLLECT AND PUBLISH OUR CRIME STATISTICS

UWG ANNUAL SECURITY REPORT AND FIRE SAFETY LOG: CARROLLTON AND NEWNAN CAMPUSES

The full text of this report can be located on our web site at <https://www.westga.edu/cleryact/security-and-crime-reports.php>. The purpose of the ASFSR is to share information about Clery Act mandated crime occurrence on the campus of UWG. Clery Act geography requirements are adhered to in preparation of the report. The sources used for the preparation of the report include UWG Police reports, local law enforcement reports, anonymous reporting forms, and other reports compiled from various Campus Security Authorities. The records management system used by student affairs for disciplinary issues, Maxient, is also used to gather data.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site link to access this report. All prospective employees may access information related to the Clery Act by going to <https://www.westga.edu/cleryact/> or clicking on the link provided on the Human Resources website at <https://www.westga.edu/hr/>.

Prospective students may access information related to the Clery Act by going to <https://www.westga.edu/cleryact/> or clicking on the link provided on the admissions website located at <https://www.westga.edu/undergraduate-admissions/index.php>. A copy of the report is also available by calling 678-839-1385 during business hours.

The University of West Georgia produces one combined Annual Security Report for both the Carrollton, GA main campus and the Newnan, GA satellite campus. All policies described apply to both campuses.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities are individuals on campus that have been identified as meeting the requirements listed below and to whom crimes may be reported. They are required to report that information to the Clery Coordinator for statistical analysis and inclusion in the Annual Security Report. While Campus Security Authorities are required by law to report any applicable crime for Clery purposes they may withhold identifying personal information if requested. Students, Staff, and Faculty may report crimes to a Campus Security Authority if they do not wish to contact the University Police.

“Campus Security Authority” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department of an institution. If your institution has a campus police or security department, all individuals who work for that department are campus security authorities.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Annually, all employees are required by the University of West Georgia to complete training in which they identify whether or not they meet these requirements, thus identifying themselves as a CSA or not. Those that identify as a Campus Security Authority are then required to complete additional training in what their Clery Act responsibilities are, as well as how to report a Clery Act applicable crime.

If you are a staff, faculty, or student worker member considered a “Campus Security Authority,” you can find information regarding UWG Campus Security Authorities at <https://www.westga.edu/cleryact/campus-security-authority.php>. To report a Clery reportable crime fill out the Campus Security Authority Disclosure Form located at

<https://www.westga.edu/cleryact/campus-security-authority-disclosure-form.php>. This is the preferred method for CSA disclosures.

In addition to staff and faculty, student employees that perform functions defined as CSA duties are identified and trained in their obligations under the Clery Act.

All CSAs are not specifically named below, but the following is a list of preferred CSAs at UWG Carrollton and Newnan Campus. Individuals may report crimes to any Campus Security Authority.

List of Preferred Campus Security Authorities for Carrollton and Newnan

| Name | Department | Contact # | Email Address | Office Location |
|---------------------------------|---|--------------|--|--------------------------|
| All University Police Personnel | UWG Police | 678-839-6000 | | Row Hall/Aycock Hall |
| Dr. Christopher "Mike" Johnson | President of UWG | 678-839-6442 | president@westga.edu | Sanford Hall |
| Brianna Baldwin | ADA Officer & Title IX Coordinator | 678-839-4977 | bbaldwin@westga.edu | Mandeville Hall |
| Dr. Andre Fortune | VP for Student Affairs | 678-839-6423 | afortune@westga.edu | Campus Center |
| Anne Marie Reed | Assistant Dean of Students | 678-839-6423 | areed@westga.edu | Campus Center |
| Dr. Lakiesa Rawlinson | AVP of Student Life/Dean of Students | 678-839-6526 | lrawlinson@westga.edu | Campus Center |
| Megan Hartley | Housing & Residence Life | 678-839-6426 | mhartley@westga.edu | East Commons |
| Cortney Parker | Housing & Residence Life | 678-839-6426 | cortneyp@westga.edu | East Commons |
| Rebekah Skumatz | Housing & Residence Life | 678-839-6426 | rskumatz@westga.edu | East Commons |
| Quin Roberts | Housing & Residence Life | 678-839-6426 | qroberts@westga.edu | East Commons |
| Elizabeth Wilson | Housing & Residence Life | 678-839-6426 | bwilson@westga.edu | East Commons |
| Christopher Johnson | Dean Richards College of Business | 678-839-6467 | ckjohnson@westga.edu | Richards Hall |
| Karen Owen | Dean University College | 678-839-5190 | kowen@westga.edu | TLC |
| Dr. Clint Samples | Dean College of Humanities, Arts, and Social Sciences | 678-839-5450 | csamples@westga.edu | TLC |
| Dr. Mike Dishman | Dean College of Education | 678-839-6115 | mdishman@westga.edu | Education Center |
| Dr. Imelda Reyes | Dean Tanner Health School of Nursing | 678-839-5640 | ireyes@westga.edu | Nursing Building |
| Karrie Gilroy | Health Educator | 678-839-4164 | kgilroy@westga.edu | Health Services |
| Jason Carmichael | Athletic Director | 678-839-6533 | jcarmichael@westga.edu | Athletic Office Building |
| Shawn Waltz | Associate Director of Compliance - Athletics | 678-839-3964 | swaltz@westga.edu | Athletic Office Building |
| Rebecca Smith | Director of Newnan Campus | 678-839-2315 | rsmith@westga.edu | Newnan Campus |
| Kris Jackson | Newnan Campus Title IX Investigator, Academic Advisor Newnan Campus | 678-839-2311 | kjackson@westga.edu | Newnan Campus |

ANONYMOUS REPORT OF CRIME

Crimes may be reported anonymously to the University Police, local police, or to a Campus Security Authority if a victim so chooses. Without a victim, successful prosecution is usually not possible. However, the information is still valuable to the police and the community. The information will be included in the Annual Security Report, utilized by crime prevention personnel to see if changes to the campus would prevent similar crimes in the future, and investigators working on other criminal cases may be able to use the additional information to solve a case. The University of West Georgia does not have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics, nor does the University have a policy or procedures that encourage pastoral and professional counselors, at their professional discretion, to inform the persons they are counseling of any such procedures to report crimes on a voluntary, confidential basis for inclusion in crime statistics **Anonymous reports can be filed in several ways.**

- Contact the University Police by calling them at 678-839-6000 and report the crime to an officer. Ask the officer to file the report as being reported anonymously.
- Call 911 and report the crime to local law enforcement and ask to be kept anonymous.
- Report the information via the LiveSafe App (<https://www.westga.edu/police/livesafe.php>.)
- Contact a University official who is a Campus Security Authority (see the list above) and ask that they report the crime for you. The Campus Security Authority can utilize the Campus Security Authority Disclosure Form listed above and submit it to the Clery Coordinator. In the event that an officer is not present at the Newnan Center, a crime may be reported the Newnan campus Senior Director, Associate Director, Director of Engagement, or Coordinator of Student Services staff members. See above for their information.
- Contact the Victim Services Crisis Line (<https://www.westga.edu/campus-life/uwg-cares/contact-numbers.php>) at 678-839-6452 or 470-215-9946.

Report the incident at The UWG Cares webpage located at <https://www.westga.edu/campus-life/uwg-cares/index.php> using the “Report an Incident or Concern” link. In addition, any safety, medical, diversity, psychological and personal issues may be submitted here for assistance.

SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

While classes are in session, the University of West Georgia, with the exception of the residence halls, is open to students, parents, faculty, staff, contractors, invited guests and the general public. During normal business hours and into the evening hours for night classes and activities, access to UWG facilities is through unlocked doors or key locks, along with card access control systems deployed at UWG, where applicable. After regular hours, which includes when classes and events are completed, UWG police officers make rounds and secure doors by locking them or the access control systems automatically secure the area. Persons wanting to enter a building after-hours must have approved card access and use a University-issued ID card or contact UWG Police to gain entry. All card and key access, except for residence halls, is processed through the Department of Access Control Services under the management of Campus Planning and Facilities.

In the case of periods involving extended closing times, the University will admit only those with prior written approval or approval from UPD to enter the facilities. Security cameras are placed at strategic locations around the campus and in some of the facilities for safety reasons. Some specific building interior corridor facilities have interior cameras focused on areas of higher risk, such as facility entrances. These cameras are not actively monitored, but all footage is saved on a digital feed. Cameras are checked routinely through visual confirmation to ensure the component is working via the UWG Police Communications Center and Access Control Services. Employees of the University (faculty and staff) may be present in buildings after-hours. Police officers regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained. Upon University closure due to inclement weather (e.g., snow or icy conditions) or other instances when "sheltering-in" is required, UWG employees may stay in a building after it has been locked. In certain instances of severe weather that do not require a campus closure (e.g., tornado watch or warning), egress from campus buildings will be discouraged, and all employees will be asked to gather in their designated storm-shelter areas.

SPECIAL CONSIDERATIONS FOR RESIDENCE HALLS

Residence halls are managed by the Department of Housing and Residence Life (HRL). HRL provides operational oversight for key distribution and management in cooperation with Access Control Services. The housekeeping and facility maintenance is the responsibility of HRL's Residential Facilities Services. UWG Police in conjunction with HRL provides oversight for emergency and crisis response, as well as safety and security programming. The locking mechanisms in the residential communities vary based on the design of the facility.

CARROLLTON CAMPUS ONLY**Arbor View Apartments (Buildings A, B, C)**

-Exterior doors are controlled through the access control system. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access. Each exterior apartment door to the corridor is traditional lock and key as well as the door to individual bedrooms.

Bowdon Hall

-Exterior doors as well as individual rooms are controlled through hard keys. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access.

Strozier Annex

-Exterior doors are controlled through the access control system. Individual rooms are controlled through traditional lock and key systems. As of Fall 2019 Strozier Annex no longer operates as a Residence Hall.

Center Pointe Suites

-Exterior doors as well as individual rooms are controlled through hard keys. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access.

The Oaks

-Exterior doors as well as individual rooms are controlled through the access control system. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access.

Tyus Hall

-All individual doors open to the exterior. Each are controlled through traditional lock and key systems as well as individual bedrooms where applicable. Tyus Hall is offline for all operational purposes, and slated to be removed from campus.

University Suites (1, 2, 3)

-Exterior doors are controlled through the access control system. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access. Each exterior apartment door to the corridor is traditional lock and key as well as the door to individual bedrooms.

The Greek Village

- Exterior doors of each house are controlled through the access control system. Individual rooms are controlled through traditional lock and key systems.

Other community areas are staffed by ResStar in evening hours. ResStar is a 24-hour service desk for residential students. Whenever residential students need to contact hall duty staff for assistance, the ResStar desk can connect them with the right resource. ResStar can be contacted by calling (678) 839-4718. Residence Life staff members are on duty 24 hours a day, seven days a week to respond to student needs. The UWG Police Department is on-call 24hrs a day for emergency lock problems that may arise. Door-to-door solicitation and distribution of leaflets by individuals or organizations other than UWG Residence Life is prohibited. Delivery vendors are not granted facility access, and students are expected to meet those vendors at the exterior entrances to receive order items

SPECIAL CONSIDERATIONS FOR MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UWG Police regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the University community are helpful when they report equipment problems to University Police or to Facilities Management. HRL closely monitors residential buildings to ensure that exterior doors are secure and that any maintenance issues are responded to promptly. University Police, when in residential spaces, respond to security issues by un-propping doors and responding to security-related calls. Access Control Services oversees the administration and management of the access control systems, performs maintenance on electrified and non-electrified doors, and processes requests for access to University Facilities at Carrollton and Newnan campuses.

PREVENTION AND AWARENESS

There are numerous educational programs provided by UWG that are designed to inform students and employees about campus security procedures and practices. The programs are also to encourage students and employees to be responsible for their own actions. The drug and alcohol awareness classes and self-defense classes include information on how to prevent sexual assaults, stalking, dating violence, and domestic violence. The courses also discuss bystander intervention. A presentation & safety booth is operated at all orientations and preview days to provide information to prospective students and their parents.

The University of West Georgia provides all incoming students and employees with programming to prevent sexual assaults, domestic violence, dating violence, and stalking before it occurs. The university strives to ensure that educational programs provided are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research or assessed for value and effectiveness, as well as considering environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

The University of West Georgia prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking under federal law, state law and institutional policy.

Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

CONSENT

The State of Georgia does not define "Consent" in reference to sexual activity. However, the State of Georgia defines "without consent" as a circumstance in which "a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another." O.C.G.A § 16-1-3(19). It is important to note that

not all criminal sexual offenses in Georgia require a lack of consent on the part of the victim. See O.C.G.A. § 16-6-1 et seq.

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

DEFINITIONS

Dating Violence: The Clery Act defines dating violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The State of Georgia does not define dating violence.

Domestic Violence: The Clery Act defines domestic violence as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child, by a person cohabitating with or who has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia defines "family violence" as the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: any felony, battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass. The term "family violence" shall not be deemed to include reasonable

discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention. See O.C.G.A. § 19-13-1 et seq.

The University System of Georgia defines Domestic Violence as “violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.”

Sexual Assault: UWG defines sexual assault as an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery. The State of Georgia defines sexual assault as when a person with supervisory or disciplinary authority over another individual engages in sexual contact with the person over whom they have supervisory or disciplinary authority. Examples include teacher and student enrolled at the same school, parole officer and parolee, employee of a law enforcement agency and person being detained or in custody, etc.

The Clery Act defines sexual assault as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. The Clery Act lists several types of crimes that fall under the umbrella of sexual assault. These crimes include rape, fondling, incest, and statutory rape.

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

The Clery Act defines 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.

The Clery Act defines incest as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

The Clery Act defines statutory rape as sexual intercourse with a person who is under the statutory age of consent.

Stalking: UWG defines stalking as engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person to fear for his or her safety or the safety of immediate family members or close acquaintances or to suffer substantial emotional distress. The State of Georgia defines stalking as “when he or she follows, places under surveillance, or contacts another person at or about a place or places without the

consent of the other person for the purpose of harassing and intimidating the other person.”
O.C.G.A. § 16-5-91.

The following courses are offered to all faculty, staff, and students by University Police:

- **Drug and Alcohol Awareness Classes** – Includes bystander intervention information and prevention information on preventing drug facilitated sexual assaults.
- **Active Shooter Classes** – Designed to prepare employees and students in how to respond to an active shooting incident and what to expect from responding officers.
- **Self-Defense Classes** - Includes prevention and awareness information for sexual assaults, domestic violence, dating violence, and stalking.
- **Driver Awareness Classes** – Designed for students to make them aware of common driving mistakes and new laws applying to motorists

PRIMARY PREVENTION AND AWARENESS PROGRAMS

Primary Prevention Programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Awareness Programs are defined as community wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration of sexual assault, domestic violence, dating violence, and stalking.

The University of West Georgia provides the following Primary Prevention and Awareness Programs:

Sexual Misconduct and Title IX – This class is an annual mandatory course for all incoming students that discusses bystander intervention, and prevention and awareness of sexual assault, domestic violence, dating violence, and stalking.

Wolf Wellness Expo - an event for students to learn about the college and local resources available to assist in developing their holistic health. Topics include awareness and prevention of sexual assault, domestic violence, dating violence, and stalking.

Sexual Assault This student presentation focuses on awareness and prevention of sexual assault. It delivers a straightforward message about what constitutes sexual assault, the voice of consent and how to express it. Students learn how to respond and become aware of campus resources for assistance. (Health, Wellness, and Awareness/Citizenship/Civility/Positive Social Experiences – Participants will become aware and informed of what constitutes sexual assault, how to prevent it and where to go for reporting and seeking assistance as indicated by post presentation assessment. In addressing sexual assault, skills of accountability, civility, oral communication, and personal/social respect are emphasized.) In addition, this presentation teaches awareness of domestic violence, dating violence, and stalking and how to prevent those types of crimes.

Bystander Responsibility-Who is going to "howl"? This engaging presentation helps students recognize the reality of bystander behavior and how to become more aware of sexual assault, domestic violence, dating violence, and stalking. It also teaches students to be more responsible and more prepared to respond in risky situations. They will have the opportunity to think through scenarios they may encounter. Students will demonstrate an increased awareness of their individual role in being a responsible bystander by “protecting our pack” in potentially harmful situations such as sexual assault, domestic violence, dating violence, and stalking through post presentation technology responses. Becoming a responsible bystander means students will utilize skills for civility, communication, personal/social respect, positive social experiences, and problem solving in order to prevent these types of crimes.

Healthy Relationships - This presentation shows the signs of unhealthy and toxic relationships alongside the signs of a healthy relationship. It teaches students how to recognize the behaviors in themselves and in their friends as well as how to support someone who is in a toxic relationship. It gives them knowledge of the on campus and national resources. As part of the curriculum, this course teaches students to be aware of and to prevent sexual assault, domestic violence, dating violence, and stalking.

Responsible Sexuality “Let’s Talk about Sex” An annual fall semester tradition that addresses healthy relationships, responsible sex, bystander intervention, and primary prevention of sexual assault, domestic violence, dating violence, and stalking. Occurs during fall semester during active time for Greek organizations, athletic events, and other fall activities for students. We offer safety information via incentives items distributed at events. This event is available to both faculty/staff and students.

“How to Help a Sexual Assault Survivor: What Men Can Do” During this month of observance UWG provides programs, and Health/Peer Educators hosts seminars and invited lectures. We offer safety information including prevention of sexual assault, domestic violence, dating

violence, and stalking via incentives items distributed at events to students. This event is available to both faculty/staff and students.

Take Back the Night. Held annually during Sexual Assault Awareness Month and provided in collaboration with West Georgia Rape Crisis Center. This event focuses on raising awareness of sexual assault, domestic violence, dating violence, and stalking. We offer t-shirt incentives for all in attendance which includes students, faculty, and staff.

Sexual Assault and Title IX training with Greek organizations. Training conducted regularly with student Greek organizations to discuss awareness, bystander intervention, and prevention of sexual assault, domestic violence, dating violence, and stalking. It also covers issues related to Title IX.

Sexual Violence Evidence Based Training – A mandatory online employee training course discussing Title IX responsibilities sexual misconduct in the workplace. Includes information on bystander intervention, awareness, and prevention of sexual assault, domestic violence, dating violence, and stalking. A mandatory course for all employees on an annual basis.

National Speakers: Each semester Health Education hosts at least one national speaker regarding sexual assault, domestic violence, dating violence, or stalking bystander intervention concerns. While high-risk groups such as student Greeks, athletes, and freshmen are especially targeted, all students, faculty, and staff are invited.

Student Leader Training: Student leaders, including Orientation Leaders, Resident Advisors, Student Government, athletes, and others are trained by members of the Health Education Staff to promote healthy lifestyles and building a sense of community responsibility. Topics include prevention and awareness of sexual assault, domestic violence, dating violence, and stalking in the context of their job duties.

Student Employee Campus Security Authority Training: A mandatory course for any student employee who meets the definition of a campus security authority. This course covers their responsibilities under the Clery Act as a CSA. Student employees this applies to includes but is not limited to Coliseum Event Security Staff, Campus Center Student Employees, and Housing and Residence Life student employees. This course also raises awareness of sexual assault, domestic violence, dating violence, and stalking.

Faculty and Staff Campus Security Authority Training: A mandatory online training course for any faculty or staff member who is identified as a CSA. This training consists of two parts. Part 1 describes the definition and provides examples of who qualifies as a campus security authority then asks the participant to identify themselves as a CSA if they meet that requirement. Part 2 consists of training on what the responsibilities of a CSA are, what constitutes a Clery

reportable crime, what information to collect, and how to report the crime to the university. The module raises awareness of sexual assault, domestic violence, dating violence, and stalking.

Clothesline Project - is a program that brings awareness about violence against women (of sexual assault, domestic violence, dating violence, and stalking) providing a space for students to express their emotions and encouragement by decorating a shirt with personal expressions on the topic. Employees and students are invited to participate.

Build a Bracelet- an event where students create bracelets to represent support for victims affected by domestic violence. An educational series for sexual assault awareness.

Health and Safety Week (March): The week before Spring Break increases awareness of high-risk behaviors that might put students at risk of sexual violence while on break. National speakers deliver alcohol programs, Health Education works with other departments and student organizations to provide more comprehensive programming. This program focuses on awareness and prevention of sexual assault.

Episodes in Sexuality. Annual student focused tradition provided through collaboration with the Theater Department. Healthy relationships, diversity, responsibility, bystander intervention, and awareness and primary prevention of sexual assault are topics addressed. We offer safety information via incentives items distributed at events to students and employees.

National Sexual Assault Awareness Month. During this month of observance, UWG provides programs, and Health/Peer Educators hosts seminars and invited lectures to raise awareness of sexual assault and related issues. We offer safety information via incentives items distributed at events to students and employees.

Literature: Health Education maintains a diverse selection of brochures, pamphlets, and flyers about related Sexual Assault/Domestic Violence/ Bystander Intervention available to students, faculty, and staff. Pro health messages to stop sexual violence are featured throughout campus on *It's On Us* posters created by the Health Educators in collaboration with UWG students, athletes, administrators, and other leaders. Utilization of a Public Health approach utilizing a comprehensive continuum of services. Referral cards of resources were developed and distributed to all offices on campus to aid in appropriate referrals when assaults occur.

Community Partners: Health Education develops multiple relationships with community organizations such as the Domestic Violence Task Force, the Carroll County Meth Coalition, the Tri-County Sexual Assault Response Team, and various civic groups that address awareness, prevention, and response to sexual assault, domestic violence, dating violence, and stalking.

BYSTANDER INTERVENTION AND RISK REDUCTIONS STRATEGIES

UWG ANNUAL SECURITY REPORT AND FIRE SAFETY LOG: CARROLLTON AND NEWNAN CAMPUSES

The University of West Georgia defines bystander intervention as recognizing a potentially harmful situation or interaction and choosing to respond in a way that could positively influence the outcome. UWG offers bystander intervention courses to students through the office of Health Education. These courses teach effective methods to safely intervene in unsafe situations in order to protect themselves and those around them.

Risk reduction strategies are habits and techniques that help keep you safe in a variety of situations. First, in order to reduce risk, you must be aware that risk exists. Realize that certain situations and environments may increase your risk. Everyone in their daily lives should work to recognize risk and take steps to reduce and avoid that risk.

BYSTANDER INTERVENTION

What is the bystander effect? The bystander effect is when the presence of others discourages an individual from intervening in an emergency situation. The greater number of bystanders, the less likely it is for any one of them to provide help to a person in distress. Research shows that people will intervene 80% of the time when they are alone but only 20% of the time when others are present. At UWG it is the responsibility of each member of our community to assist others.

Common reasons students fail to recognize and overcome barriers to intervention include:

- Assuming there isn't a problem
- "It was none of my business"
- "Someone else will do something"
- "No one else is reacting so it must be ok"
- Fear for personal safety if you intervene

What can you do? Be an active bystander.

Being an active bystander includes:

- calling out or speaking out against jokes, statements, attitudes, and/or behaviors that perpetuate violence as acceptable
- Naming and stopping situations that could lead to sexual assault
- Using techniques to de-escalate a high-risk activity
- Supporting others when they feel uncomfortable or hurt
- Helping others respond to problematic incident

Being an active bystander does not mean that you should risk your personal safety, or that you need to become a vigilante. There are a range of actions that are appropriate, depending on

you and the risky situation at hand. Remember, if you are ever worried for the immediate safety of yourself or others, you can decide to leave the situation and seek outside help – that's still bystander intervention!

How do you safely intervene in an unsafe or problematic situation?

- Notice a Situation – Pay attention to your surroundings and what is going on near you
- Interpret the situation – Is intervention needed?
- Assume responsibility OR choose not to intervene
- Determine the best course of action
- Intervene

Strategies to intervene include:

- Divide – If you can, pull one of the participants out of the situation and with you away from the other. For instance, if two people are getting aggressive toward each other, you can try to have one leave the situation to get a drink with you or to go outside.
- Distract – Create a distraction, maybe starting a group dance or something of that nature.
- Delay – If you can, prevent the people from leaving the area and going somewhere private.
- Direct Intervention – This can range from confronting the problem behavior directly to encouraging others to assist you in doing this.
- Delegate – Call of professional help such as Housing staff, UPD, or 911 or get someone else to help you if you feel like addressing the issue alone isn't safe.

RISK REDUCTION STRATEGIES

The University of West Georgia strives to provide you with a safe learning environment in which you can successfully live, learn, and work. Employing strategies in your daily life can help to keep you safe.

Risk reduction, as defined by the Clery Act are options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence. The University offers training to all students and employees that addresses these topics.

The University of West Georgia suggests the following safety tips on and off campus:

- Keep your apartment or residence hall room doors locked
- When answering the door, check to make sure you know who is knocking

- Especially on the ground floor, keep your windows locked
- Keep your cellular phone with you and charged in case of emergency
- Make sure your apartment is well lit and maintained
- When in a parking lot, be aware of your surroundings
- Keep any valuables inside your vehicle out of sight and your doors locked
- Keep your vehicle serviced to avoid breakdowns
- When possible, walk with others and avoid isolated short cuts
- Be careful when giving your personal information to strangers
- Be aware of scams requesting your personal information or banking information
- Do not leave valuables such as computers or text books unattended
- If you choose to drink, do not drive drunk.
- Avoid binge drinking
- Sign up for the LiveSafe App and utilize its features

UWG POLICIES GOVERNING WEAPONS, ALCOHOL, AND OTHER DRUGS

DRUG FREE CAMPUS

State and federal legislation place specific responsibilities on the University to promote a drug-free campus. Alcohol and drug information programs that address the risks of drug and alcohol abuse are publicized and available. Faculty, staff, and students with problems can be referred for appropriate assistance. Standards of conduct at the University of West Georgia prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at university functions. Penalties for violations of these standards range from warnings and probation to expulsion, arrest, and loss of employment. A complete statement of the University's policy regarding the Drug-Free Communities and Schools Act Amendments of 1989 and the Georgia Drug-Free Postsecondary Education Act of 1990 is published biennially in the fall semester schedule of classes and is distributed to all new students during orientation. Copies of the policy may be obtained from the Student Health Center and the Office of Student Affairs and Enrollment Management, Campus Center.

ENFORCEMENT OF DRUG LAWS

The University of West Georgia has been designated "drug free."

Such laws are strictly enforced by University Police, the Office of Community Standards, and Housing and Residential Life. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. Possession of paraphernalia is also a violation of the University drug policy and includes any object that contains the residue of an illegal drug or narcotic, and/or any object that is used in the consumption or distribution of an illegal drug.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Legal sanctions for violation of these laws may include imprisonment up to a year, a fine, or both for misdemeanors or greater than one-year imprisonment, a fine, or both for felonies.

All drugs and/or paraphernalia will be confiscated and/or destroyed by University Police. Being under the influence of illicit drugs is also a violation of University policy. Violators are subject to University disciplinary action, criminal prosecution, fine and/or imprisonment.

HEALTH RISKS OF DRUG AND ALCOHOL USE

Drugs are chemicals that affect the body and brain. Different drugs affect different areas of the body. Drug abuse can affect your immune system, increasing risk of infection and illness. It can damage your heart leading to abnormal heart rates or heart attacks. Intravenous drug use can lead to collapsed veins and infections. Other effects include liver damage, weight loss/gain, seizures, loss of cognitive ability, or death. Socially, drug abuse is linked to altered behavior, criminal behavior, and damaged relationships.

Alcohol abuse can cause or contribute to liver damage or failure, cardiovascular disease, damage to the pancreas leading to diabetes, and cancer. Long-term effect of excessive drinking may include diminished gray and white matter in the brain, ulcers, nerve damage, and respiratory infections. Socially, alcohol abuse will lead to increased family problems, broken relationships, and criminal activity.

DRUG AND ALCOHOL PROGRAMS

The University of West Georgia offers drug and alcohol programs for students, staff, and faculty through the Office of Community Standards and Health Education.

The University System of Georgia has partnered with KEPRO to provide employees and their family members with a comprehensive Employee Assistance Program (EAP). Services are free and confidential. KEPRO may be accessed at <http://www.powerflexweb.com/1063/login.html>

using the password UWGcares. The KEPRO Employee Assistance Hotline is available 24/7; 365 days a year at 1-844-243-4440.

STUDENT FOCUSED DRUG AND ALCOHOL TREATMENT PROGRAMS AND RESOURCES

Students may contact the UWG Counseling Center at 678-839-6428 or by email at counseling@westga.edu. The after-hours crisis line can be reached at 678-839-6428.

- UWG Counseling offers Prime Solutions for weekly groups sessions. It is a substance use treatment program developed in collaboration with leading addiction experts. The program helps clients to make changes in their high-risk drinking and drug use.
- UWG Counseling also offers “Go Ask Alice!,” Columbia University’s Health Promotion Program, a division of Health Services at Columbia at <https://goaskalice.columbia.edu/>. Go Ask Alice! is the health question and answer Internet service produced by Alice!, Columbia University's Health Promotion Program, a division of Health Services at Columbia. This site has three primary features:
 - New GAA! Q&As of the Week gives you the most recently published inquiries and responses — this section is updated every Friday.
 - Search GAA! provides health information by subject via a search of the ever-growing Go Ask Alice! archives containing nearly 3,000 previously-posted questions and answers.
 - Ask Alice! give you the chance to ask and submit a question to Alice!
- Students Against Destructive Decisions (SADD)
 - <https://www.sadd.org/>
 - To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.
- National Institute on Alcohol Abuse & Alcoholism (NIAAA) at
 - <https://www.niaaa.nih.gov/>
 - NIAAA provides leadership in the national effort to reduce alcohol-related problems by:

- Conducting and supporting research in a wide range of scientific areas including genetics, neuroscience, epidemiology, health risks and benefits of alcohol consumption, prevention, and treatment
- Coordinating and collaborating with other research institutes and Federal Programs on alcohol-related issues
- Collaborating with international, national, state, and local institutions, organizations, agencies, and programs engaged in alcohol-related work
- Translating and disseminating research findings to health care providers, researchers, policy makers, and the public
- Alcoholics Anonymous
 - <https://www.aa.org/>
 - Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.
 - AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.
- Narcotics Anonymous
 - <https://www.na.org/>
 - Narcotics Anonymous® is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean. The Twelve Steps of NA are the basis of our recovery program.
 - People have all sorts of reasons for attending NA meetings, but the reason for each meeting is to give NA members a place to share recovery with other addicts. If you are not an addict, look for an open meeting, which welcomes non-addicts. If you're an addict or think you might have a drug problem, we suggest a meeting every day for at least ninety days to get to know NA members and our program.
- Al-Anon & Alateen
 - <https://al-anon.org/>

- For over 55 years, Al-Anon (which includes Alateen for younger members) has been offering strength and hope for friends and families of problem drinkers. It is estimated that each alcoholic affects the lives of at least four other people. Alcoholism is truly a family disease.
- No matter what relationship you have with an alcoholic, whether they are still drinking or not, all who have been affected by someone else's drinking can find solutions that lead to serenity in the Al-Anon/Alateen fellowship.

ALCOHOLIC BEVERAGE POLICY

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages. The University of West Georgia enforces this law. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Wolf Code of Conduct:

7.0 ALCOHOL MISUSE

7.1 Consumption, possession, being in the presence of, or transportation of alcoholic beverages by any student under legal age.

7.2 Consumption or possession of alcoholic beverages on University premises or at University sponsored activities, except in rooms occupied by students of legal age in residence halls, not designated as substance-free, or when authorized at social functions in designated areas.

7.3 Furnishing alcoholic beverages to any person under legal age.

7.4 Open display of alcoholic beverages on campus other than in approved areas during authorized functions.

7.5 Being in an intoxicated condition as manifested by disorderly, obscene, or indecent conduct or appearance.

7.6 Driving under the influence of alcohol.

7.7 Concealment of alcoholic beverages for the purpose of bringing them into a University sponsored activity or facility where alcohol is not permitted.

7.8 Violation of the University's Alcohol Use Policy or Tailgating Policy (located in Rights & Regulations section of the Student Handbook).

Areas Open to the Public- Alcohol and drug use is not permitted on campus in areas open to the public. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is prohibited. Exceptions may be made only by the

President or a designee (campus events, tailgating, etc.). In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be enforced. No University funds may be used for the purchase of alcoholic beverages.

Private and Closed Areas- Alcohol consumption is permitted in private residences on campus as long as all occupants are of legal age. Drug use is never permitted.

Education and Research Areas- Alcohol and drug use is not permitted in educational and research areas on campus. Exceptions to alcohol consumption may be made if it is related to a research project with departmental approval. All laws and policies must be adhered to and drug use is never allowed.

Policies Specific to Students- The student handbook rules are specific to students. Other than that, alcohol and drug policies apply to everyone on the UWG Campus.

Residence Life Alcohol Policies- Alcohol consumption is permitted in private residences on campus as long as all occupants are of legal age. Drug use is never permitted.

Policies Specific to Faculty and Staff- Faculty and staff are bound by the UWG employee handbook as it relates to alcohol and drugs. Use of alcohol and drugs in the workplace is considered unacceptable conduct. The policy as it relates to faculty and staff is set forth below:

The use, consumption, possession, distribution or sale of any narcotic, dangerous drug, or controlled substance by any employee of the University for which such employee does not have a legal license or valid prescription is strictly prohibited. The University supports all federal, state and local laws relating to the use of alcoholic beverages. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is prohibited. Exceptions may be made only by the President or a designee (campus events, tailgating, etc.). In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be enforced. No University funds may be used for the purchase of alcoholic beverages. The adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University and referral to the appropriate federal, state and/or local authorities for prosecution, as appropriate. Any employee who is convicted of unlawful manufacture, distribution, sale, use or possession of a controlled substance, an illegal or dangerous drug, or who admits guilt of any such offense in a court proceeding, shall be subject to disciplinary action up to and including termination. It is the employee's responsibility to inform the University of such convictions and/or admittance of guilt. Employment following a

drug related offense may be conditioned on the employee's completion of a drug abuse treatment and education program approved by the President. If, prior to arrest for an offense involving a controlled substance, or a dangerous and/or illegal drug, an employee notifies his or her immediate supervisor that he or she illegally uses a controlled substance, marijuana, or a dangerous drug and is receiving treatment or agrees to receive treatment under a drug abuse and education program approved by the President, such employee shall be retained for up to one year as long as the employee follows the treatment plan and the quality of his/her work remains satisfactory. Retention of such employee shall be conditioned upon satisfactory completion of the program. The employee's work activities may be restructured if, in the opinion of the immediate supervisor, it is deemed advisable. No statement made by an employee to a supervisor or other person in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights herein granted shall be available to a University employee only once during a five-year period and shall not apply to any such employee who has refused to be tested or who has tested positive for a controlled substance, marijuana or a dangerous and/or illegal drug.

Underage Drinking- Consuming alcohol underage is a violation of Georgia Law and UWG Student Conduct Policies. It is not tolerated and may result in arrest, citation, and/or disciplinary procedures.

Carrying a False ID- Carrying a false ID for the purposes of acquiring alcohol is a violation of Georgia Law and UWG Student Conduct Policies. It is not tolerated and may result in arrest, citation, and/or disciplinary procedures.

Public Drunkenness- Being drunk in public is a violation of Georgia Law and UWG Student Conduct Policies. It is not tolerated and may result in arrest, citation, and/or disciplinary procedures.

Driving Under the Influence- DUI is a violation of Georgia Law and UWG Student Conduct Policies. It is not tolerated and may result in arrest, citation, and/or disciplinary procedures.

Refusing a Chemical Test- Refusing a chemical test is the right of every individual. The Georgia Law on Implied Consent states that refusal may result in one's driving privileges be revoked.

Open Container Law- Anyone with an open container of alcohol in a public place in violation of Georgia Law may be arrested and/or cited. They may also face disciplinary procedures through the Student Code of Conduct.

Possession of Small Amount of Marijuana- Georgia Law O.C.G.A. 16-13-2(b) states “any person who is charged with possession of marijuana, which possession is of one ounce or less, shall be guilty of a misdemeanor and punished by imprisonment for a period not to exceed 12 months or a fine not to exceed \$1,000, or both, or public works not to exceed 12 months.” Anyone violating Georgia Law may be subject to arrest and/or citation as well as disciplinary procedures through the Student Code of Conduct.

Possession of Drug Paraphernalia- Georgia Law O.C.G.A. 16-13-32.2 states, “(a) It shall be unlawful for any person to use, or possess with the intent to use, any object or materials of any kind for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance. (b) Any person or corporation which violates any provision of this Code section shall be guilty of a misdemeanor. Anyone violating Georgia Law may be subject to arrest and/or citation as well as disciplinary procedures through the Student Code of Conduct.

Synthetic Marijuana- Georgia Law O.C.G.A. 16-13-25 defines the chemical composition of synthetic marijuana. Possession of synthetic marijuana may result in arrest and/or citation as well as disciplinary procedures through the Student Code of Conduct.

Drug & Alcohol Risks and Consequences- Students and employees found in violation of the drug laws face arrest, expulsion from the University, and loss of future federal educational loans and grants. Employees found in violation are also subject to the termination of their employment. The University is in compliance with all provisions of the “Drug Free Campus” amendment to the Higher Education Act of 1989. The University Police Department has adopted a policy of Zero Tolerance toward persons who violate the alcohol laws. These violations include, but are not limited to, underage drinking, driving under the influence, and furnishing alcohol to minors, open container and public drunkenness. This policy is based on our experience with students who have abused alcohol in the past. There is a direct relationship between alcohol abuse and instances of sexual assault, fighting and vandalism. Alcohol abuse harms not only the person drinking, but also those around him or her. The University Police arrests all persons found in violation of these laws unless the immediate circumstances dictate otherwise. Exceptions would include if the person has been a victim of sexual assault, or has a medical condition that requires immediate attention. These persons may be cited at a later date. All campus alcohol cases are processed through the City Court in Carrollton and referred to Student Services for violation of the Student Conduct Code. In recent years, the City Court judges have levied hefty fines and many hours of community service on those convicted of alcohol violations, especially driving under the influence (DUI) and underage consumption. Repeat offenses have resulted in students being ordered to serve time in the County jail. The judges have made it clear that the time to be served will be when ordered and not when

convenient for the student. Students have missed midterms, finals and spring break due to being lodged in jail for multiple violations of the alcohol laws. Students who miss exams due to being in jail for repeated drinking violations have also found the faculty less than sympathetic in providing an opportunity for a make-up exam.

Drug & Alcohol Resources for Students- Persons who abuse drugs and alcohol can be a danger to themselves and to those around them. If you or someone you know needs assistance with a drug or alcohol problem, the University has the resources to help you. The Patient Advocates at Health Services (678-839-6452) or the counselors at Counseling Center (678-839-6428) are available to assist you Monday through Friday from 8:00 am to 5:00 pm. Call and press “2” for afterhours care. They are also on call 24 hours a day through the University Police Dispatch Center (678-839-6000). Their services are available to enrolled students free of charge and are strictly confidential. More information can be found at: www.westga.edu/uwgcares/index.php . If someone is abusing or selling drugs, and you are fearful for your safety or those around you, contact the University Police at 678-839-6000 (24/7/365) and ask to speak with an officer. An investigator will be assigned to follow up on the information and take whatever action is possible. The University Police will also coordinate with Counseling & Career development so that their resources may be utilized to protect the students involved. The University Police Department offers information and classes on drug prevention. If you would like to schedule a class please call the Office of Professional Standards & Training at 678-839-5280.

Drug & Alcohol Resources for Faculty & Staff- Resources for employees dealing with drug or alcohol problems can be found at: <https://www.westga.edu/campus-life/uwg-cares/grief-trauma-resources.php> . There is information regarding the Tanner Employee Assistance Program. To refer an employee by phone dial 770-834-8327.

WEAPONS

Unauthorized use, possession or storage of any weapon on University premises or at University sponsored activities except for as set forth in O.C.G.A. § 16-11-127.1. Weapon means any object or substance designed, or used to, inflict a wound, cause injury, or incapacitate, including, but not limited to pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for the purpose of offense or defense.

The University of West Georgia prohibits the possession of any weapon on the campus except as noted below. The Campus is defined by the law to include the campus proper as well as property leased by or loaned to the University for University functions. This includes, but is not limited to, off-campus sites used by Athletics for sporting events or vehicles used by the University to provide transportation for students and staff. O.C.G.A. § 16-11-127.1(b). This prohibition extends to all faculty, staff, students, and visitors.

Definitions

Under the law the following items are considered weapons and therefore may not be possessed on campus. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind as defined in subsection (a) of Code Section 16-11-106. Weapon does not include baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes; and this policy does not apply to certain persons acting within their official capacity, i.e., law enforcement officers, prosecuting attorneys, etc. For a complete list, please refer to O.C.G.A. § 16-11-127.1(c).

Exceptions

The following exceptions are the only exceptions to this policy:

1. Weapons which are used in classroom instruction. Weapons used in classroom instruction by faculty, staff, or students must be approved in writing by the UWG Chief of Police prior to the weapon being brought onto campus. In addition, students must secure approval by the instructor prior to requesting permission from the UWG Chief of Police. Permission requests to the Chief of Police must include academic justification and security considerations. Those bringing weapons must comply with the stipulations established by the Chief for security and safety purposes, and failure to do so may be considered a violation of this policy. Weapons brought on campus for classroom instruction will not include live ammunition although deactivated rounds are allowed for demonstration purposes only.

2. Any person (including students) who holds a valid weapon carry license obtained in accordance with O.C.G.A. § 16-11-129 or pursuant to O.C.G.A. § 43-38-10 may carry a handgun in a concealed manner on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (O.C.G.A. § 16-11-127.2 (c) (20) does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.) The statute defines concealed as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing, or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that generally keeps it out of the view of others. There are a number of exceptions that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following locations on college/university-owned or leased property:

- a Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged (but does not extend to so-called “tailgating” areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games. ·
- b Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution is not covered by House Bill 280.) ·
- c Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people. ·
- d Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment or through college and career academies or other specialized programs such as Early College. License-holders who want to carry handguns to class will need to visit the institution’s registrar or other designated employee, who after verifying their enrollment status will tell them which of their classes, if any,

have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with FERPA and applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception. 3 ·

- e Faculty, staff and administrative offices. This exception includes offices and office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas. · Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty or staff. These would include any meetings or hearings that are part of the University System's or the institution's sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes.
- f Under the new law, it is a misdemeanor crime for a license-holder to carry a handgun "in a manner or in a building, property, room, or space in violation of" these provisions. Doing so also may be a violation of the institution's student code of conduct and personnel rules. It will be the responsibility of those license holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying. Institutions will not provide gun storage facilities or erect signs outside restricted areas.

Violations

All persons found in possession of a weapon as defined by state law in OCGA § 16-11-127.1 that does not fall within one of the stated exceptions are subject to arrest. Violations of the law by any person with a valid weapon carry license subjects the violator to a misdemeanor. Violations of the law by any person without a valid weapon carry license subjects the violator to a felony. Please refer to OCGA § 16-11-127.1. Students found in possession of any weapon other than one specifically listed as an exception will also be referred to Student Judicial Affairs for disciplinary action, up to and including expulsion. Staff and faculty will also be subject to discipline, up to and including termination.

INFORMATION FOR VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

THE UNIVERSITY OF WEST GEORGIA'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

UWG ANNUAL SECURITY REPORT AND FIRE SAFETY LOG: CARROLLTON AND NEWNAN CAMPUSES

The University of West Georgia is committed to a learning and working environment for all campus community members that is free from sex-based discrimination. The campus community includes students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

If you or someone close to you are the victim of sex-based discrimination, know that you are not alone. The information in this report will help you navigate some of what you may be experiencing. No matter what you have experienced or how you are feeling now, it is important to prioritize your safety.

You do not have to go through this alone, and this information is intended to help you navigate the process. The Institution will provide a student or employee who reports they have been the victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, with a written explanation of their rights and options as described in this report.

Victims have the option to: Notify proper law enforcement authorities, including on-campus and local police; Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and decline to notify such authorities.

REPORTING

Reports of sexual misconduct should be made to the Title IX Coordinator:

Brianna Baldwin

Title IX/ADA Coordinator & Equal Opportunity Officer

Office of Legal Affairs – Mandeville Hall, 203

Phone: 678-839-4977

Fax: 678-839-4798

titleix@westga.edu

Reports made to the Title IX Coordinator will not automatically initiate a law enforcement investigation.

Reports may also be made to the UWG Police Department at 678-839-6000 or in person at Row Hall East. *Reports made to the UWG Police Department will not automatically initiate a Title IX investigation.*

Anyone (including students, faculty, staff, and parents) may use the UWG Cares Report form to report discrimination or harassment.

https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=8

CONFIDENTIAL REPORTING FOR STUDENTS

Health Services 678-839-6452

Counseling Center 678-839-6428

UWG Patient Advocate 678-839-5338

Preserving Evidence

If you are a victim of sexual assault, domestic violence, dating violence, or stalking, it can be helpful to preserve evidence that may be useful in documenting the criminal activity. To preserve evidence refrain from:

- bathing,
- douching,
- smoking,
- changing clothes, and
- cleaning the linens or area where an assault occurred.

If you have changed clothes or linens, do not wash them until you have met with a law enforcement agency and/or health care provider. Seeking medical care does not mean you must report to law enforcement, so be sure to prioritize your health and safety when making decisions. Local hospitals can complete a forensic examination for collecting evidence that helps preserve your options should you choose to notify law enforcement. Photos, text messages, social media posts, instant messages, and any other communications or documents may provide information useful for Institution hearings or investigations, so save those, too.

ASSISTANCE

Upon request, the University will make any reasonably available change to a victim's academic, living, transportation, and or working situation regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Students, faculty and staff may contact the Title IX Coordinator for assistance.

The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

If a victim reports to law enforcement, they may assist them in obtaining a temporary protection order from a criminal court. The University of West Georgia is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Contact the UWG Police Department at 678-839-6000 to place any order on file so that it can be enforced.

Employees can also contact Human Resources at 678-839-6403. Immigration and Visa assistance can be obtained by contacting the Office of International Student Admissions and Programs at 678-839-4780 or global@westga.edu.

Accommodations or supportive measures provided to a victim will remain confidential to the extent that maintaining confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

The University of West Georgia recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. The Clery Act prohibits the disclosure of a victim's personally identifying information in crime statistics, the crime log, and timely warnings. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to University officials will be kept confidential, and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

RESOURCES

Health Services, located on West Georgia Drive (678-839-6452) will assist with medical treatment, provide forensic exams, and follow up care as needed. By having a medical exam, the campus physician or nurse can check for injuries and provide antibiotics to prevent sexually transmitted infections. Health Services has medical staff trained as Sexual Assault Nurse Examiners (S.A.N.E.) who can address the needs of victims in a caring, compassionate manner. In addition to the medical exam, the S.A.N.E. can collect evidence needed for prosecution.

The Counseling Center (678-839-6428) provides long term counseling services to victims of sexual assault, dating violence, domestic violence, or stalking. This applies to incidents of sexual assault, dating violence, domestic violence, or stalking that occur while attending the University as well as those that happened prior to enrolling at UWG. Their services are confidential and also free of charge to students.

University of West Georgia Counseling Center and Health Services are exempt from mandatory reporting obligations.

DISCIPLINARY PROCEEDINGS

The University of West Georgia (UWG) prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking (collectively known as the Violence Against Women Act or VAWA Offenses). Complaints are processed consistent with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Campus Safety Act (Clery Act), the University System of Georgia (USG) Sexual Misconduct Policy, and the UWG Sexual Misconduct Policy.

Disciplinary complaints may be made by any campus community member and should be directed to the Title IX Coordinator at 678-839-4977, titleix@westga.edu, or in-person at Mandeville Hall Room 203.

Disciplinary proceedings for accused students will be handled by the Office of Community Standards. Disciplinary proceedings for accused staff will be handled by the Human Resource Director pursuant to the Sexual Misconduct Policy. Disciplinary proceedings for accused faculty

will be handled by the Office of Human Resources. In all proceedings, both the Complainant and Respondent are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice.

In our proceedings any individual who is alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual who is alleged to have engaged in conduct that violates this Policy is considered a Respondent. A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is considered a Reporter.

WHAT TO EXPECT

Upon notice of the alleged misconduct, the institution will assess whether a formal investigation, informal resolution, or dismissal would be appropriate, in consultation with the parties. In making this determination, the institution will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

The USG uses different types of proceedings when a student is accused, when an employee is accused, and when a faculty member is accused. Additionally, federal regulations implementing Title IX require us to use certain procedures in “Title IX Sexual Misconduct” cases that aren’t required in “Non-Title IX Sexual Misconduct” cases. Both types of sexual misconduct include the VAWA Offenses as well as other forms of sex discrimination and sexual harassment.

“Title IX Sexual Misconduct” matters are when the alleged misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

“Non-Title IX Sexual Misconduct” matters are when the alleged misconduct occurs off-campus and or when the Complainant is not participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

In Title IX Sexual Misconduct matters a Formal Complaint is required. A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

The Title IX Coordinator is responsible for determining which type of proceeding will be used or if a complaint is to be dismissed and will provide simultaneous written notice of their determination to the parties at their institutional e-mails. If the Title IX Coordinator dismisses a complaint the notice provided to the parties will include the reason and a right to appeal. If a complaint moves forward an investigator will be assigned and the notice will include their identity.

PROMPT, FAIR, AND IMPARTIAL PROCEEDINGS

In all cases proceedings will afford a prompt, fair, and impartial process from the initial investigation to the final result for all parties. Proceedings will be conducted in a manner consistent with the institution’s policies, and be transparent to the Complainant and Respondent.

The institution is responsible for proving cases by the preponderance of the evidence standard in student, staff, and faculty cases. This means that it is more likely than not that the accused committed a violation of policy.

Officials responsible for the resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking; how to conduct an investigation; and how to conduct a hearing that protects the safety of victims and promotes accountability.

TIMEFRAMES AND NOTICE

Efforts will be made to complete the investigation and resolution within 120 business days (days on which the campus is open). Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be simultaneously informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation. The Title IX Coordinator will provide parties with timely notice of meetings, at which the complainant, respondent or both may be present.

The institution provides simultaneous notification, in writing, to both the Complainant and Respondent of: The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; The institution's procedures for the Complainant and Respondent to appeal the result of the institutional disciplinary proceeding; Any change to the result; and When such results become final. Notice should be provided via institution email to the party's institution email.

AMNESTY

Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

ADVISOR OF CHOICE

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense.

In Title IX Sexual Misconduct cases the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

In Non-Title IX Sexual Misconduct cases the advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

INTERIM MEASURES

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community.

Interim measures may include, but are not limited to: Change of housing assignment; issuance of a "no contact" directive; Restrictions or bars to entering certain institution property; Changes to academic or employment arrangements, schedules, or supervision; Interim suspension; and

Other measures designed to promote the safety and well-being of the parties and the institution's community.

INFORMAL RESOLUTION

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. Student allegations of Title IX Sexual Misconduct against an employee (staff or faculty) may not be resolved informally.

The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

UNBIASED PROCEEDINGS

In all proceedings a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), and or decision makers(s) is grounds for an appeal. In proceedings involving a student Respondent any party may challenge the participation of any institution official, panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge.

INVESTIGATION

The parties shall be provided with a written notice containing the allegations, possible charges and sanctions as well as available support and interim measures. Upon receipt of the notice

parties have at least 3 business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout both parties may present witnesses and other inculpatory and exculpatory evidence.

An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview.

The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.

The Complainant and the Respondent shall have at least 10 open campus days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.

The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 open campus days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

HEARING – STUDENT RESPONDENT

Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. All directly related evidence shall be available at the hearing for the parties and their

advisors to reference during the hearing. The institution will determine how the facts or evidence will be introduced.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 open campus days prior to the hearing. Hearings shall be conducted in-person or via video conferencing technology. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

In Title IX Hearings the parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

In Non-Title IX Hearings the parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other

administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

HEARING – STAFF RESPONDENT

Matters involving alleged Title IX Sexual Misconduct must be heard at a live-hearing. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence. The institution will determine how the facts or evidence will be introduced.

Notice of the date, time, and location of the hearing as well as the designated Hearing Officer shall be provided via email at least 10 open campus days prior to the hearing. Hearings shall be conducted in-person or via video conferencing technology. Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

HEARING – FACULTY RESPONDENT

All Sexual Misconduct involving faculty Respondents where dismissal is a possible sanction shall, consistent with Board of Regents policy, be heard by a live-hearing panel of three to five faculty members appointed by the Faculty Senate. Notice of the panel members shall be provided to parties in writing at least 20 days prior to the hearing, and parties have at least two challenges for bias which must be made in writing at least five days in advance of the hearing. A faculty member may also waive a hearing in which case the panel shall evaluate the record.

Additional procedures for faculty Respondent matters:

An oath or affirmation shall be administered to all witnesses. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness.

The Title IX Coordinator shall notify the parties simultaneously in writing of the decision and recommendation, if any, of the panel. If dismissal is recommended the President shall either approve the recommendation or if not shall advise the panel in writing of the basis prior to rendering their final decision. The panel may also recommend a lesser sanction. The President may or may not follow the recommendations of the panel.

The President shall notify the parties simultaneously in writing of their decision. Such notice shall include information about applying to the Board of Regents for discretionary review. Upon dismissal, pending possible discretionary review, the faculty member shall be suspended without pay. The Board may reinstate the faculty member with compensation from the date of suspension.

POSSIBLE SANCTIONS

Expulsion or Termination (Dismissal): Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted.

Suspension/Administrative Leave: Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.

Probation: Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might also include one or more of the following: setting restrictions, issuing a reprimand, or restitution.

Reprimand: A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.

Coaching/Educational Conversation: A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.

Restrictions: Excluding or limiting participation in University activities, committees, groups, organizations, etc. Excluding or restricting rights such as residence hall visitation, driving or parking on campus, access to University facilities, etc.

Restitution: Reimbursement for damages to or loss of property.

Educational: Work or service assignments or other related educational training activity.

Temporary or Permanent separation of the Parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where Parties can go on campus, etc.)

Academic penalty: Removal from a course (within which the offense occurred), removal from an academic program or experience, or removal or banning from participation in academic activities such as study abroad. An academic penalty requires approval by the Provost or their designee.

APPEALS

Appeals may be made in any student and staff cases where sanctions are issued for students, even when such sanctions are held “in abeyance,” such as probationary or expulsion, or recommended for staff. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures will be provided.

The Respondent or the Complainant shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator or designee, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing and must set forth one or more of the bases outlined above and must be submitted within five open campus days of the date of the final written decision. The appeal should be made to the President or their designee. If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five (5) business days from the date of notification, a response to the appeal submission.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The President or his designee may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to the decision-maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President’s, or his designee, decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President’s, or his designee, decision shall be the final decision of the institution. The Complainant or Respondent may request review of the

President's decision as provided in the Board of Regents Policy Manual 6.26 Application for Discretionary Review.

RETALIATION

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

ADDITIONAL INFORMATION

For additional information about disciplinary proceedings please contact the Title IX Coordinator. **Any party to a sexual misconduct proceeding and their Advisor of Choice should review all applicable USG and UWG policies.** USG and UWG policies are available at these links:

UWG Sexual Misconduct Policy

<https://www.westga.edu/administration/president/title-nine/uwg-sexual-misconduct-policy.php>

6.7 Sexual Misconduct Policy

<https://www.usg.edu/policymanual/section6/C2655>

4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings

https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation

Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Prohibit_Discrimination__Harassment_Employee_Relations.pdf

8.3.9 Discipline and Removal of Faculty Members

https://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members

FEDERAL VAWA OFFENSE DEFINITIONS FOR DISCIPLINARY PROCEEDINGS

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

Sexual Assault: 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.

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

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

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.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic violence. (i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking. (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

USG DEFINITION OF CONSENT

Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by a party by using clear words or actions.

SEX OFFENDER REGISTRATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. You may obtain State information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at <http://gbi.georgia.gov/georgia-sex-offender-registry>

EMERGENCY MANAGEMENT ON CAMPUS

The primary role of the university is to provide for the safe education of students and the welfare of its facility, staff and visitors. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery processes exist so that community welfare and safety is preserved.

The mission of UWG Emergency Management (EM) is to provide a comprehensive homeland security and emergency management program for the University of West Georgia in order to save lives, protect property, promote continuity, and reduce the overall effects of emergencies and large-scale disasters.

The University of West Georgia Comprehensive Emergency Management Plan (CEMP) provides a comprehensive framework for University wide emergency management. It addresses the roles and responsibilities of university organizations and outlines the relationship to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies that may affect the University of West Georgia. The plan ensures consistency with current policy and describes the interrelationship with all levels of government and the surrounding community and is updated at least annually as a result of lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and changes to statutes and guidance.

UWG EM provides a full range of programs and services to help the University of West Georgia community prepare for emergencies:

- Oversees the development, maintenance, and implementation of the all-hazard Comprehensive Emergency Management Plan (CEMP).
- Facilitates whole community engagement in hazard mitigation and emergency preparedness activities.
- Organizes and implements training and exercise activities to build, evaluate, improve, and sustain preparedness, response and recovery capabilities.
- Assists in event and consequence management planning and leads incident management activities.
- Oversees the development, maintenance, and implementation of UWG Continuity planning.
- Collaborates and liaises with local, state, federal, and non-governmental agencies for multi-agency training and coordination.

- Assists in disaster recovery processes and programs. Develops and assists in the development of plans and procedures to prepare the University to response to threats, hazards and emergencies that may affect UWG and the community.
- Oversees the campus Building coordinator program.
- Coordinates campus building emergency action plans.
- Provides training on emergency preparedness, planning for emergencies in the classroom, continuity planning, active threat response options and travel safety.

Contact:

UWG Emergency Management

1601 Maple Street

Carrollton, Georgia, 30118

Phone: 678-839-6000

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Clear and concise communication procedures are essential to save lives, warn the public and protect property during an emergency. Emergency notification is based on the desire to inform people about dangerous situations that may have serious impacts. Notifying individuals of dangerous situations allows people to take action to protect themselves and the people around them.

Communications prior to, during and after an incident or event are critical to protecting the University and community. In all cases, communications will be clear, effective, and timely. In the event of an immediate, significant danger to the health or safety of the campus community (e.g. weather, disease outbreak), The Chief of Police, Director of Emergency Management or a designee may issue an Emergency Notification. This notification may include the entire campus, or be limited to a specific area deemed to be at risk. The University of West Georgia employs a multi-modal, all-hazards emergency alert and notifications system responsible for emergency notification.

The core of any communications network is its day-to-day communications system. UWG Police Chief of Police or their designee is the primary source for initial emergency communications on campus. They may receive warnings from official sources such as the National Weather Service or local law enforcement agency.

- University Police Dispatch will serve as the Primary warning point for all emergencies, which may affect the campus, with Emergency Management as backup.
- If a probable threat is identified by an unofficial source, such as a student, university visitor or community member, UPD will immediately dispatch law enforcement to confirm the report. Police personnel will be advised of any additional information received and consider whether additional calls or information justify an emergency message prior to confirmation of a threat. When UPD receive a warning related to a potential threat to campus from an official source or a significant threat through other means, emergency notification systems will be activated.
- Upon notification of a threat to campus, critical staff and departments will activate their individual departmental emergency plans. Additionally, Emergency Management will stand by for a potential activation a Command Center or Emergency Operations Center (EOC).

Once the University Police and/or Emergency Management have confirmed that a significant emergency or dangerous situation exists as an immediate threat to the health or safety of the campus community they will determine which segment(s) of the campus needs to be notified and including to be released about the situation. The notification process will be immediately initiated. The only reason UWG would not immediately issue an Emergency Notification is if

doing so would compromise the efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

The safety of students, staff, faculty, and visitors is the paramount concern during an emergency. The use of the emergency notification system provides for the rapid dissemination of time-sensitive information to enhance the safety and security of the university community during an emergency.

For the purposes of this document, an emergency is defined as any current or imminent event with significant threat to life and/or property and with a high potential to disrupt operations or adversely affect the quality of life at the University of West Georgia. Some examples include but are not limited to:

- Tornado warning (tornado has been sighted or the National Weather Service has issued a tornado warning).
- Large-scale environmental incident within or near a campus facility (i.e. fire or hazardous material).
- Ongoing acts of violence or other criminal activity which present significant risk of physical harm (i.e., active shooter).
- Urgent notification for cancellation of classes due to severe weather or environmental incident.
- Outbreak of Disease

The University of West Georgia maintains a contract with an approved vendor to provide an off-site emergency notification system. The system can be activated during an emergency to provide rapid notification to members of the university community through a variety of communication means, including:

- telephone
- E-mail
- Push to application
- SMS text messaging

University Police, University Communications and Marketing and Emergency Management are responsible for the management of emergency notification systems.

The Clery Act requires institutions to issue a Timely Warning when a Clery reportable crime occurs within Clery Geography, posing a serious or ongoing threat to the University Community. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Issuing a timely warning shall be decided on a case-by-case basis in light of all facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, date of disclosure, and the possible risk of compromising law enforcement efforts. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. Timely Warnings will never disclose the name or any identifying characteristics of a crime victim. Timely Warnings and Safety Advisories may be disseminated to campus community members through one or a combination of the following methods:

- Email
- Text messaging to cell phones
- Push notifications through an application on mobile devices
- Paper Flyer Postings
- University Police website
- Other methods deemed necessary to disseminate the information

A Timely Warning may be issued even if all the facts surrounding a reported incident are not yet available and are subject to further development in an investigation.

The University may decide not to include some known information in a Timely Warning if providing that information could risk compromising law enforcement efforts.

Timely Warnings may also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police.

TIMELY WARNING PROTOCOL

The University follows a Timely Warning Protocol, described below, to provide the University Community with timely notification of the occurrence of Clery reportable crimes covered by the Clery Act.

Following this protocol will help ensure compliance with issuing Timely Warnings.

1. When the University Police Department (UPD) dispatch receives a crime report, the senior patrol division sworn officer will assess the need for a Timely Warning.
 - i. To determine if a Timely Warning is to be issued, the officer will ensure the crime is Clery reportable (see Attachment A: List of Clery Reportable Crimes and Definitions), occurred in the UWG Clery Geography, and presents a serious or ongoing threat to the University Community.

- ii. Confer with campus partners including, but not limited to, the Chief of Police, General Counsel, and VP of Student Affairs, if the senior patrol division sworn officer has any concerns or questions. This consultation should not materially delay the issuance of a Timely Warning.
- 2. If the report meets all criteria, the senior patrol division sworn officer will provide the pertinent information to include in the Timely Warning and direct the communications officer on duty to issue a Timely Warning.
- 3. The on-duty communications officer will issue the Timely Warning to the University Community using approved templates within the Timely Warning platform.
- 4. UPD will retain Timely Warning Issuance forms for seven years.

EMERGENCY NOTIFICATIONS AND WARNINGS

- A. The University's alert systems UWG LiveSafe, University Main Website, exterior warning sirens/public address towers, and social media shall be used as primary communication tools to inform the campus community of emergencies. They will also be used to provide updated information and relay an all clear, as needed, to keep the community informed.
- B. Notifications and warnings are initiated using a variety of redundant systems.
 - 1. During an emergency incident, The Chief of Police or their designee, Director of Emergency Management, or University Communications and Marketing will alert the campus community through the following methods, depending on the severity of the incident:
 - a) LiveSafe email, text and/or push message
 - b) University e-mail system
 - c) University Internet Website (westga.edu)
 - d) University Social Media Accounts:
 - 1) Twitter (@UnivWestGa)
 - 2) Instagram (uwestga)
 - 3) Facebook (UniversityOfWestGa)
 - 2. Expect an "ALL Clear" message via the same channels.
- E. The following communication methods are part of the University's Emergency Communication Plan:

1. **UWG LiveSafe:** All Student, Faculty and Staff emails are automatically added to the primary University Alert system called – UWG LiveSafe. Email alerts are sent to all accounts. Those users who have downloaded the LiveSafe application to their mobile device will also receive a text and push messages.
2. **Campus Main Webpage:** The Campus main webpage (westga.edu) will display emergency messages; and is the primary source for the most complete information on all campus-related emergencies.
3. **Outdoor Emergency Warning Sirens:** The sounding of sirens notifies those in hearing to immediately seek shelter (Shelter in Place). "Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, active threat, or a release of hazardous materials in the environment.
4. **Building Fire Alarms (Indoors):** Activation means to immediately evacuate the building and proceed to the building assembly area. Once you have followed the initial direction, use all communication means available to find out more details about the emergency. You should remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to reenter the building or leave.
5. **Residence Halls:** Housing and Residence Life has procedures for alerting people in individual halls via their resident assistants, phones, and signage.
6. **University Email:** Warnings and alerts will be sent to email group lists. Informational emails may also be distributed in this manner.
7. **Social Media:** UWG official social Media accounts will provide initial notification and additional information. The following accounts should be followed by the UWG community:
 - a) Twitter (@UnivWestGa)
 - b) Instagram (uwestga)
 - c) Facebook (UniversityOfWestGa)
8. **Local/Regional Media:** The University works with the news media - radio, TV, newspapers, and Internet to provide detailed information on UWG status.

Participation

Data is initially uploaded to the emergency notification system database from a number of sources and includes names and e-mail addresses of students, faculty and staff. This data is automatically included in the database and updated at the beginning of each semester, at least.

A. Personal Contact Methods. Students, faculty and staff are asked to download the cellular phone application to add their cellular phone number and enable direct text messages and push to phone messages. A link to this phone application is located on the University website (<https://www.westga.edu/livesafe/>).

B. Contractors. Facilities will provide periodic listings of contractors whose personnel normally work on site at the University of West Georgia.

C. Information Update Campaign. University Police and Emergency Management will conduct a campaign to update information in September of each year. Additionally, Students, faculty and staff are reminded to download the application and updated their information at numerous trainings throughout the year.

Message transmission

A. Triggering Events. Any event with imminent potential to result in loss of life, or significant property damage or disruption of campus activities will result in the activation of the emergency notification system. Examples include but are not limited to:

- Tornado or severe weather warning (tornado sighted or severe weather in vicinity).
- Urgent closing of university facilities or classes.
- Environmental emergency within campus facility (i.e. hazardous material).
- Serious criminal activity with ongoing threat to university population (i.e. person with weapon).
- Outbreak of Disease

B. Message Formulation. The University Police Department is responsible for confirming facts which would indicate that timely warnings and emergency notifications is appropriate. Subsequently, the University Police Department will create the message to be transmitted. If, in the professional judgment of the University Police Department, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community. The only reasons to delay notification are if doing so would compromise efforts to:

- to assist a victim
- contain the emergency

- respond to the emergency
- or otherwise mitigate the emergency.

The message will list the type of emergency, areas to be avoided (if pertinent), probable duration of the emergency (if known), and any special instructions. The emergency notification will not include the name or identifying information of a victim of sexual assault.

Templates have been created for potential emergencies, with fill-in provisions for information to be completed relative to the particular emergency. Template messages will be used to the maximum extent possible.

C. Transmission Authority. The University Police Department and Emergency Management Department will maintain access privileges and ensure system training is conducted for authorized users.

One of the below individuals should be notified in advance, if time permits. The determining factor is the potential impact of delay on community safety. Under no circumstances should pre-transmission notification interfere with ensuring the safety of community members. If notification prior to transmission is not feasible, the individual transmitting the message will ensure at least one of the below is notified as rapidly as possible.

- President
- General Counsel
- Vice President for Student Affairs and Enrollment Management

The below individuals are authorized to create and/or transmit messages.

Chief of Police

Shift Lieutenant

Dispatchers (template messages only)

Director of Emergency Management

Any other department or person recognizing an emergency will contact the University Police Department to report the event. Determination to activate the emergency notification system will be decided based on circumstances and potential for harm.

D. Message Relay Responsibilities. The emergency notification system is intended to serve all members of the university community. Community members should recognize that persons

away from their telephones and other communication devices, visitors, contractors working on site, and others who do not have access to university communication systems may not receive emergency messages.

- Persons receiving emergency messages should notify others in the vicinity and relay instructions as appropriate.
- Tour guides and special event sponsors are responsible for relaying messages and instructions to those persons they are hosting.
- Departments hosting contractors and casual workers are responsible for relaying notifications and instructions to those personnel, as appropriate.

E. Test Messages. The University Police Department and the Emergency Management Department will conduct system tests at least once per academic semester (Fall and Spring semesters only). Tests will be announced in advance by campus-wide e-mail.

F. Unauthorized Messages. The emergency notification system will be used only for transmission of emergency or urgent information relative to critical incidents with significant harmful potential. Messages will not be transmitted for announcement of special events, commercial purposes, or any other non-urgent information, with the exception of periodic test messages.

G. External Agencies. The University Police Department will coordinate with local police agencies and request their cooperation in informing the University of West Georgia about incidents that may necessitate emergency notification activation.

H. All Clear. An “all clear” message will be issued when the emergency has passed. The all clear template message will be used.

I. Record Keeping. The University Police Department will maintain records of all emergency notifications and ensure they are reported in the university’s Campus Security and Fire Safety Report.

THE DAILY CRIME LOG

The purpose of the daily crime log is to record criminal incidents reported to the University Police, campus security authorities, and local law enforcement agencies that occur within the primary patrol jurisdiction of the University of West Georgia Police Department.

The University Police Department publishes a Daily Crime Log in hard copy as well as a web version. The hard copy log is located in the Parking Services Office (Row Hall East) and is available during normal business hours. The web version can be viewed on the university Clery Act page located at <https://www.westga.edu/cleryact/crime-log-and-warnings-map.php>.

The log is updated regularly as required by the Clery Act. Crimes reported to the university must be added to the crime log within two business days except when the University is closed. When the University is reopened, the log is updated to include what occurred when closed. The crime log includes the nature, date, time, and general location of each crime as well as its disposition if known. Changes in the disposition status of incidents noted on the crime log are updated as far back as 60 days. This is usually done when an arrest is made on an incident that previously was considered an "open case." The log is generated by reviewing criminal incidents that occurred since the previous version of the log was published. It includes crimes that occur on campus, as well as off campus incidents responded to by UPD officers. For that reason, it differs from the Annual Security and Fire Safety Report where an incident's Clery geography determines whether or not it is included. As required by the federal Clery Act, the University of West Georgia retains for at least seven (7) years all records documenting reports of Clery crimes made to the University of West Georgia Police, other Campus Security Authorities, and local law enforcement. This will include the timely warning determination for each report, and if a timely warning was made a copy of that warning. Also retained are records of all crime prevention and educational programming offered, including but not limited to security procedures, alcohol and other drugs, and sexual violence, across the institution. The University of West Georgia Police Department retains all entries made in the daily crime and fire log for at least seven (7) years. Copies of these archived entries will be made available for public inspection within two business days of a request. For a period of seven (7) years, the University will maintain records of: - Each investigation conducted involving reported sexual misconduct, including any determination regarding responsibility and any audio or audio-visual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to University programs or activities; - Any appeal and the result therefrom; - Any informal resolution and the result therefrom; and - Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response.

CRIME LOG TERMS

Date Reported - The date the report was filed with the University Police.

Date Occurred - The date the incident occurred as reported to the University Police.

Time of Occurrence - Military Time. The time the incident occurred as reported to the University Police. When the person making the report does not know exactly when, “unknown” will be entered.

Nature of Offense - A brief summary of the crime(s) that were reported to the University Police.

General Location of Occurrence - A general location of the incident as reported to the University Police.

Disposition - The latest status of the incident and may be one of the following

- **Open** - Indicates the incident is still being investigated.
- **Closed** - Indicates no further action anticipated by the University Police Department and may include an additional status:
- **Subject Arrested** - The suspect was identified and charged with a crime.
- **Referral** - No charge was made but the report was forwarded to Campus Judicial Authorities. Note that this does indicate that it will necessarily be counted as a “referral” for Clery
- **Issued Citation** - The suspect was identified, no arrest was made, but they were charged with a crime via a citation.
- **Warning** - A warning was issued to the suspect.
- **Unfounded** - An investigation was conducted, and no probable cause exists to believe that a crime occurred.
- **Declined Prosecution** - The complainant did not wish to prosecute the crime.

CLERY REPORTING GEOGRAPHY

The Clery Act requires that institutions disclose statistics for reported crimes based on where the crimes occurred among other factors. The types of Clery Geography definitions are:

- **On Campus** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls;
and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
 - Under the Clery Act an institution with on-campus housing facilities must separately disclose Clery Crimes that occurred in on-campus housing as a subset of the On-campus total.
 - **On-Campus student housing** is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.
- **Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
 - Public property doesn’t include anything beyond the second sidewalk. (If there isn’t a second sidewalk, it doesn’t include anything beyond the street.)
- **Noncampus Buildings or Property** – Includes two distinct types of buildings and property
 - Those owned or controlled by officially recognized (or registered) student organizations, and those located off campus but owned or controlled by your institution.
 - Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

ON-CAMPUS PROPERTY

CARROLLTON CAMPUS

The main campus address is 1601 Maple Street, Carrollton GA 30118. The specific address for each building is listed below.

| | | |
|--|---------------------|------------|
| Kennedy Chapel | 101 Front Campus Dr | Carrollton |
| Bonner House | 103 Front Campus Dr | Carrollton |
| Cobb Hall | 105 Front Campus Dr | Carrollton |
| Melson Hall | 109 Front Campus Dr | Carrollton |
| Adamson Hall | 117 Front Campus Dr | Carrollton |
| Mandeville Hall | 119 Front Campus Dr | Carrollton |
| Sanford Hall | 121 Front Campus Dr | Carrollton |
| Parker Hall | 104 Parker Dr | Carrollton |
| Health Center | West Georgia Drive | Carrollton |
| Martha Munro | 108 Parker Dr | Carrollton |
| Anthropology Building | 120 Back Campus Dr | Carrollton |
| Old Auditorium | 118 Back Campus Dr | Carrollton |
| J. Mark Miller Hall | 116 Back Camus Dr | Carrollton |
| Callaway Building | 112 Back Campus Dr | Carrollton |
| Gunn Hall | 104 Back Campus Dr | Carrollton |
| Callaway Building Annex | 112 Back Campus Dr | Carrollton |
| Bookstore | 301 West Georgia Dr | Carrollton |
| Visual Arts Building | 201 Cole Road | Carrollton |
| Boyd Building | 115 Back Campus Dr | Carrollton |
| Library | 117 Back Campus Dr | Carrollton |
| Pafford Building | 206 West Georgia Dr | Carrollton |
| Humanities Building | 202 West Georgia Dr | Carrollton |
| Publications & Printing | 111 Back Campus Dr | Carrollton |
| Bowdon Hall | 112 West Georgia Dr | Carrollton |
| Townsend Center for the Performing Arts | 205 West Georgia Dr | Carrollton |
| Coliseum | 325 West Georgia Dr | Carrollton |
| Nursing Building | 305 West Georgia Dr | Carrollton |
| Athletic Annex | 327 West Georgia Dr | Carrollton |
| Technology Enhanced Learning Center | 210 West Georgia Dr | Carrollton |
| Center Pointe Suites | 116 East Roberts Dr | Carrollton |
| The Oaks | 108 West Georgia Dr | Carrollton |
| Dugout - Home | 124 East Roberts Dr | Carrollton |
| Dugout - Visitors | 124 East Roberts Dr | Carrollton |
| East Commons | 107 Back Campus Dr | Carrollton |
| Student Activities Center | 313 West Georgia Dr | Carrollton |
| Murphy Building | 316 West Georgia Dr | Carrollton |
| Baseball Press Box | 124 East Roberts Dr | Carrollton |
| Campus Center | 302 West Georgia Dr | Carrollton |
| University Community Center | 206 University Dr | Carrollton |
| Row Hall | 203 University Dr | Carrollton |
| Watson Hall | 105 Aycock Dr | Carrollton |
| Aycock Hall | 103 Aycock Dr | Carrollton |
| Strozier Hall | 108 Aycock Dr | Carrollton |
| Strozier Annex | 106 West Roberts Dr | Carrollton |
| Biology Building | 125 East Roberts Dr | Carrollton |

| | | |
|--|---------------------|------------|
| Chemical Storage | West Georgia Dr | Carrollton |
| Education Center | 406 West Georgia Dr | Carrollton |
| Roy Richard, Sr. Hall | 105 Aycock Dr | Carrollton |
| Education Center Annex | 402 West Georgia Dr | Carrollton |
| West Communications Hut | West Roberts Dr | Carrollton |
| UWG Design Center | 2003-C Maple St | Carrollton |
| Photography Studio | 2003-B Maple St | Carrollton |
| University Marketing and Communications | 2003-A Maple St | Carrollton |
| Honors House | 1815 Maple St | Carrollton |
| Honors Annex | 1815 Maple St | Carrollton |
| Alumni House | 1903 Maple St | Carrollton |
| Tyus Hall | 409 West Georgia Dr | Carrollton |
| West Commons-Z6 | 103 Shackelford Dr | Carrollton |
| Track Storage | 109 Shackelford Dr | Carrollton |
| Observatory | 205 Cole Rd | Carrollton |
| Waring Archaeology Lab | 112 Shackelford Dr | Carrollton |
| Archaeology Storage Building | 112 Shackelford Dr | Carrollton |
| Facilities/Plant Operations | 110 Shackelford Dr | Carrollton |
| Warehouse/Supplies | 110 Shackelford Dr | Carrollton |
| Locksmith/Electronics | 110 Shackelford Dr | Carrollton |
| Vehicle Repair Shop | 110 Shackelford Dr | Carrollton |
| Storage Warehouse/Shop | 110 Shackelford Dr | Carrollton |
| Landscape Storage Shed | 110 Shackelford Dr | Carrollton |
| Planning and Construction Services | 110 Shackelford Dr | Carrollton |
| Facilities Storage and Shed | | Carrollton |
| Newnan | 80 Jackson St | Newnan |
| Greek Village Pavilion | 130 University Dr | Carrollton |
| Public Safety Storage | 335 West Georgia Dr | Carrollton |
| Facilities Storage Building | 110 Shackelford Dr | Carrollton |
| PAC Warehouse/Storage | 210 Cole Rd | Carrollton |
| Band Storage #2 | 109 Shackelford Dr | Carrollton |
| Landscaping Greenhouse | 110 Shackelford Dr | Carrollton |
| University Suites 1 | 115 East Roberts Dr | Carrollton |
| University Suites 2 | 113 West Roberts Dr | Carrollton |
| University Suites 3 | 109 West Roberts Dr | Carrollton |
| University Suites Commons | 110 West Roberts Dr | Carrollton |
| Soccer Field Restrooms | 207 Cole Rd | Carrollton |
| Landscaping Shed | 110 Shackelford Dr | Carrollton |
| Arbor View Apartment A | 105 Shackelford Dr | Carrollton |
| Arbor View Apartment B | 106 Shackelford Dr | Carrollton |
| Arbor View Apartment C | 107 Shackelford Dr | Carrollton |
| The Village A | 130 University Dr | Carrollton |
| The Village B | 130 University Dr | Carrollton |
| The Village C | 130 University Dr | Carrollton |
| The Village D | 130 University Dr | Carrollton |
| The Village E | 130 University Dr | Carrollton |
| The Village F | 130 University Dr | Carrollton |

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|--|-------------------|------------|
| The Village G | 130 University Dr | Carrollton |
| The Village H | 130 University Dr | Carrollton |
| The Village I | 130 University Dr | Carrollton |
| The Village J | 130 University Dr | Carrollton |
| The Village K | 130 University Dr | Carrollton |
| The Village L | 130 University Dr | Carrollton |
| The Village M | 130 University Dr | Carrollton |
| The Village N | 130 University Dr | Carrollton |
| The Village O | 130 University Dr | Carrollton |
| The Village P | 130 University Dr | Carrollton |
| The Village Q Community Center | 130 University Dr | Carrollton |
| The Village R Residence Bldg | 130 University Dr | Carrollton |
| Stadium Home Restrooms North | 1500 Lovvorn Rd | Carrollton |
| Stadium Home Restrooms South | 1500 Lovvorn Rd | Carrollton |
| Stadium Home Tickets | 1500 Lovvorn Rd | Carrollton |
| Stadium Home Concessions North | 1500 Lovvorn Rd | Carrollton |
| Stadium Data/Mech/Elec | 1500 Lovvorn Rd | Carrollton |
| Stadium Security | 1500 Lovvorn Rd | Carrollton |
| Stadium Home Concessions South | 1500 Lovvorn Rd | Carrollton |
| Stadium Press and Suites | 1500 Lovvorn Rd | Carrollton |
| Stadium Visitor RR and Tickets | 1500 Lovvorn Rd | Carrollton |
| Stadium Visitor Concessions and Lockers | 1500 Lovvorn Rd | Carrollton |
| Athletic Operations Building | 1500 Lovvorn Rd | Carrollton |
| Women's Fieldhouse | 1500 Lovvorn Rd | Carrollton |
| Softball Visitor Dugout | 1500 Lovvorn Rd | Carrollton |
| Softball Home Dugout | 1500 Lovvorn Rd | Carrollton |
| West Campus Equipment Storage | Victory Circle | Carrollton |
| Softball and Soccer Concessions Bld | Dot McNabb Dr | Carrollton |
| Football Soccer Storage Bldg | 1500 Lovvorn Rd | Carrollton |

NEWNAN CAMPUS

The Newnan Campus consists of one building located at 80 Jackson Street, Newnan Georgia.

NON-CAMPUS PROPERTIES

CARROLLTON CAMPUS

- 2715 Tyus-Carrollton Rd – undeveloped land approximately 6 miles from the main campus

The following properties are occupied and or utilized by student organizations recognized by the UWG Center for Student Involvement. The Center for Student Involvement is the only office that may provide official recognition of a student organization at the University.

- Sigma Nu Fraternity – 801 Lovvorn Rd, Carrollton, Georgia 30117
- Chi Phi Fraternity – 1506, 1510 & 1514 Maple Street, Carrollton, Georgia 30117
- Wesley Foundation (The Fish House) 1518 Maple Street, Carrollton, Georgia 30117
- Baptist Collegiate Ministries – 201 West Georgia Drive, Carrollton, Georgia 30117

NEWNAN CAMPUS

Newnan Campus does not have any associated Noncampus properties.

DOUGLASVILLE CONVENTION CENTER

The University of West Georgia leases classroom space in the Douglasville Conference Center located at 6700 Church St, Douglasville, GA 30314

PUBLIC PROPERTY

CARROLLTON CAMPUS

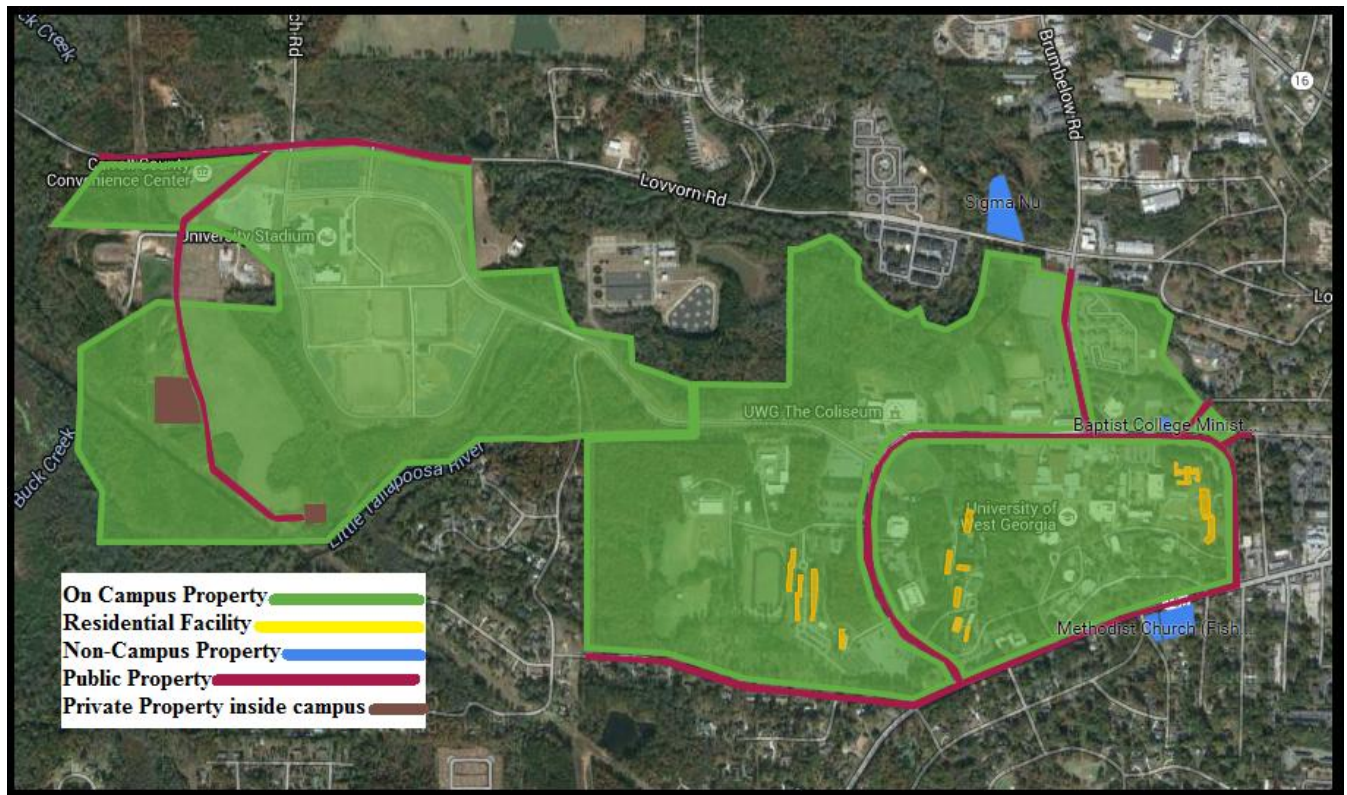
The public property category consists of all of West Georgia Drive, University Drive, Maple Street from the East Entrance of West Georgia Drive extending west to 2005 Maple Street. The public property also includes Forrest Drive from Maple Street extending west to Old Hickory Trail. It also includes a portion of Lovvorn Road, which extends from 1321 Lovvorn Road west to 1714 Lovvorn Road. A small portion of Foster Street extending from West Georgia Drive north-east to 335 Foster Street is also Public Property. Driver Road, extending from Lovvorn Road south through the stadium property to dead end at the Little Tallapoosa River is also considered public property. The final public property section is a small portion of South Street extending from West Georgia Drive north-east to 755 South Street. There are no public parking facilities that border the Carrollton campus

NEWNAN CAMPUS

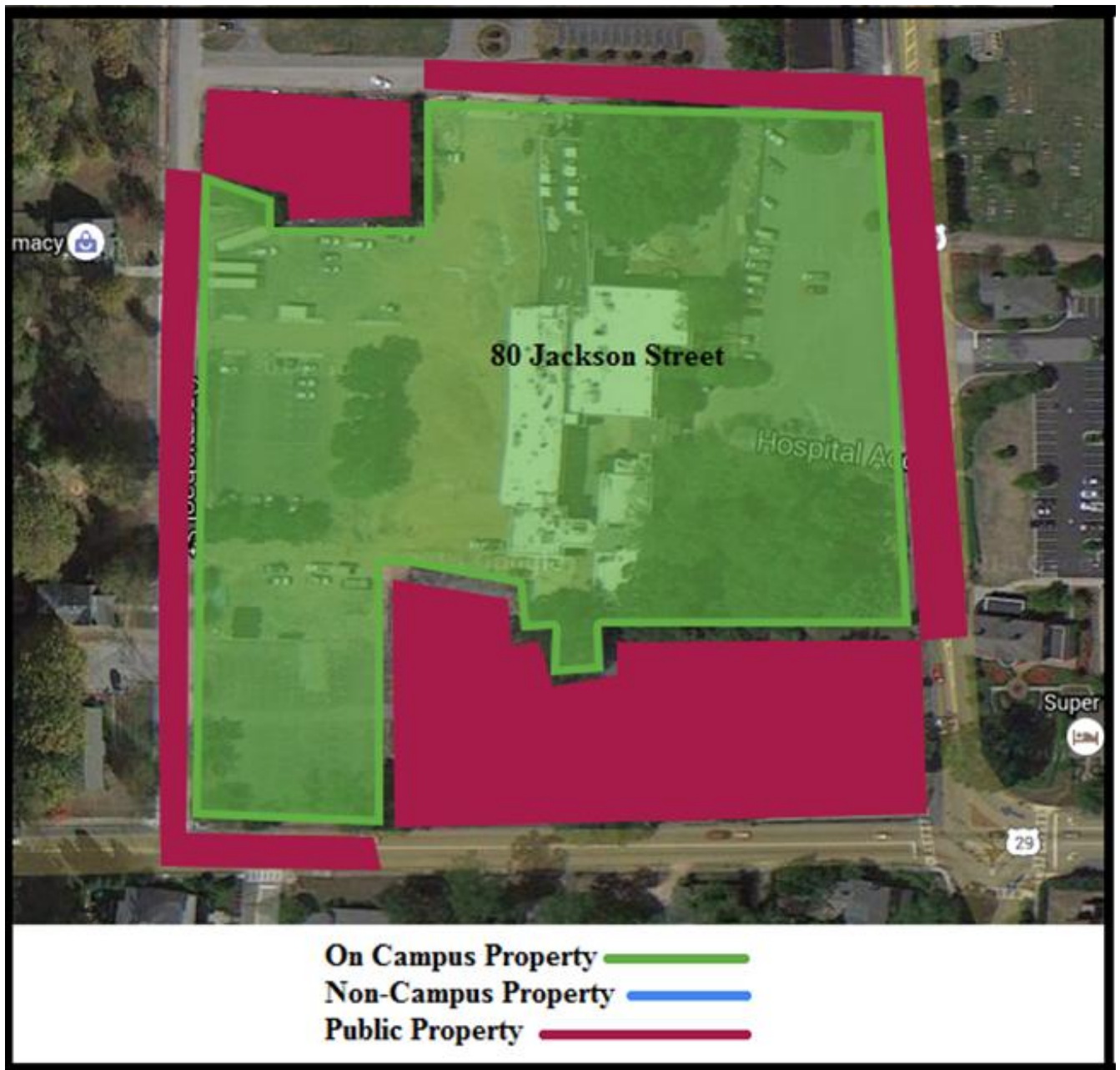
The public property portion bounds 80 Jackson Street on all four side. This includes Cavendar Street from Jackson Street West to 28 Cavendar Street, Carmichael St from Clark Street North to 23 Carmichael Street, Clark street extending from Carmichael Street east to 27 Clark Street, and Jackson street from Cavendar Street south to 76 Jackson Street. Newnan public property also includes the parking lot of the Museum located at 27 Clark Street, Newnan, GA 30263.

CLERY GEOGRAPHY MAPS

CARROLLTON CAMPUS CLERY GEOGRAPHY MAP



NEWNAN CAMPUS CLERY GEOGRAPHY MAP



COLLECTING STATISTICS: CLASSIFYING AND COUNTING CLERY ACT CRIMES

The Clery Act requires that institutions disclose statistics for reported crimes based on strictly defined crimes. These definitions may vary from state or local definitions. There are four general categories of offense tracked by the Clery Act; Hierarchy Crimes, Hate Crimes, Violence Against Women Act (VAWA), and arrests and disciplinary referrals for weapons, drugs, and alcohol offenses.

CLERY DEFINITIONS

HIERARCHY CRIMES

- **Murder and Non-negligent Manslaughter** – the willful killing of one human being by another. Does not include suicides, fetal deaths, traffic fatalities, justifiable homicides, attempts to murder, and accidental deaths.
- **Manslaughter by Negligence** – any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do. Does not include deaths through their own negligence, accidental deaths, and traffic fatalities.
- **Rape** – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Includes the rape of both males and females.
- **Fondling** – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Defined under Georgia law as father and child or stepchild, mother and child or stepchild, siblings of whole or half-blood, grandparents and grandchild, and aunt or uncle and niece or nephew (O.C.G.A. § 16-6-2)

- **Statutory Rape** – sexual intercourse with a person who is under statutory age of consent. In Georgia, this age is 16 (O.C.G.A. § 16-6-3).
- **Robbery** – the taking of or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm.
- **Burglary** – the unlawful entry of a structure to commit a felony or theft therein.
- **Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle.
- **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property or another, etc.

HATE CRIMES

Under Clery a Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act only the following eight categories are reported:

- **Race**
- **Religion**
- **Sexual Orientation**
- **Gender**
- **Gender Identity**
- **Ethnicity**
- **National Origin; and**
- **Disability**

For Clery purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- **Murder**
- **Sexual Assault**
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**
- **Larceny-Theft**
- **Simple Assault**
- **Intimidation**
- **Destruction/Damage/Vandalism of Property**

VAWA OFFENSES (VIOLENCE AGAINST WOMEN ACT)

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

ARRESTS FOR DISCIPLINARY REFERRALS FOR VIOLATIONS OF WEAPONS, DRUG, AND LIQUOR LAWS

The fourth category of crime statistics that institutions must disclose is the number of arrests and the number of persons referred to disciplinary action for the following law violations:

- **Weapons: Carrying, Possessing, Etc.**
- **Drug Abuse Violations**
- **Liquor Laws**

Under this section, an arrest is anytime in which a person is charged and arrested, placed into custody and released without charges, juveniles taken into custody or arrested but released, and any issue of a summons or citation in lieu of an actual arrest or charges of weapons, drug abuse or liquor law violations.

A disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

UNFOUNDED CRIMES

The Clery Act requires that institutions include the number of unfounded crimes reported in their Annual Security Report. Unfounded crimes are crime reports that have been fully investigated by sworn or commissioned law enforcement personnel and a formal determination that the report is false or baseless is made. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

CRIME STATISTICS FOR UWG CARROLLTON AND NEWNAN CAMPUSES

University of West Georgia | Carrollton Campus Statistics

| Offense | *Residential Facility | On-Campus | Non-campus Building or Property | Public Property | Unfounded |
|--|-----------------------|-----------|---------------------------------|-----------------|-----------|
| Murder and Non-negligent Manslaughter | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Negligent Manslaughter | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Rape | | | | | |
| 2022 | 1 | 1 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Fondling | | | | | |
| 2022 | 0 | 2 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Incest | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |

| Offense | *Residential Facility | On-Campus | Non-campus Building or Property | Public Property | Unfounded |
|----------------------------|-----------------------|-----------|---------------------------------|-----------------|-----------|
| Statutory Rape | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Robbery | | | | | |
| 2022 | 1 | 1 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 1 | 0 | 0 | 0 |
| | | | | | |
| Aggravated Assault | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 1 | 2 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Burglary | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 2 | 2 | 0 | 0 | 0 |
| Motor Vehicle Theft | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| Arson | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| VAWA Statistics | | | | | |

| Offense | *Residential Facility | On-Campus | Non-campus Building or Property | Public Property | Unfounded |
|---|-----------------------|-----------|---------------------------------|-----------------|-----------|
| Dating Violence | | | | | |
| 2022 | 5 | 5 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 1 | 1 | 0 | 0 | 0 |
| Domestic Violence | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 2 | 2 | 0 | 0 | 0 |
| 2024 | 3 | 3 | 0 | 0 | 0 |
| Stalking | | | | | |
| 2022 | 6 | 9 | 0 | 0 | 0 |
| 2023 | 2 | 7 | 0 | 0 | 0 |
| 2024 | 1 | 5 | 0 | 0 | 0 |
| *Residential Facility is an included subset of the On-Campus Category | | | | | |

University of West Georgia | Carrollton Campus Arrests and Referrals

| Offense | *Residential Facility | | On-Campus | | Non-campus Building or Property | | Public Property | |
|-----------------------|-----------------------|----------|-----------|----------|---------------------------------|----------|-----------------|----------|
| Liquor Law Violations | Arrest | Referral | Arrest | Referral | Arrest | Referral | Arrest | Referral |
| 2022 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 0 |
| 2023 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | | |

| Offense | *Residential Facility | | On-Campus | | Non-campus Building or Property | | Public Property | |
|---|-----------------------|----------|-----------|----------|---------------------------------|----------|-----------------|----------|
| Drug Abuse Violations | Arrest | Referral | Arrest | Referral | Arrest | Referral | Arrest | Referral |
| 2022 | 2 | 10 | 5 | 0 | 1 | 0 | 3 | 0 |
| 2023 | 0 | 0 | 10 | 0 | 0 | 0 | 1 | 0 |
| 2024 | 0 | 1 | 6 | 1 | 0 | 0 | 1 | 0 |
| | | | | | | | | |
| Illegal Weapons Possession | Arrest | Referral | Arrest | Referral | Arrest | Referral | Arrest | Referral |
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | |
| *Residential Facility is an included subset of the On-Campus Category | | | | | | | | |

University of West Georgia | Carrollton Campus Hate Crime

The Clery Act requires the University of West Georgia to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2020, 2021, & 2022 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

University of West Georgia | Newnan Campus

Statistics

| Offense | On Campus | Non-campus Building or Property | Public Property | Unfounded |
|--|-----------|---------------------------------------|-----------------|-----------|
| Murder and Non-negligent Manslaughter | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Negligent Manslaughter | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Rape | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Fondling | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Incest | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Statutory Rape | | | | |

| Offense | On Campus | Non-campus Building or Property | Public Property | Unfounded |
|----------------------------|-----------|---------------------------------------|-----------------|-----------|
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Robbery | | | | |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| 2025 | 0 | 0 | 0 | 0 |
| | | | | |
| Aggravated Assault | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Burglary | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| Arson | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| | | | | |
| VAWA Statistics | | | | |
| Dating Violence | | | | |

| Offense | On Campus | Non-campus Building or Property | Public Property | Unfounded |
|---|-----------|---------------------------------------|-----------------|-----------|
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| Domestic Violence | | | | |
| 2022 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| Stalking | | | | |
| 2022 | 1 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 |
| UWG Newnan Campus does not have residential facilities. | | | | |

University of West Georgia | Newnan Campus Arrests and Referrals

| Offense | On-Campus | | Non-campus Building or Property | | Public Property | |
|------------------------------|---------------|-----------------|---------------------------------------|-----------------|-----------------|-----------------|
| Liquor Law Violations | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> |
| 2022 | 0 | 0 | 0 | 0 | 1 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> |

| Offense | On-Campus | | Non-campus Building or Property | | Public Property | |
|---|---------------|-----------------|---------------------------------|-----------------|-----------------|-----------------|
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| Illegal Weapons Possession | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> |
| 2022 | 0 | 0 | 0 | 0 | 1 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | |
| UWG Newnan Campus does not have residential facilities. | | | | | | |

University of West Georgia | Newnan Campus Hate Crime

The Clery Act requires the University of West Georgia to include Hate Crimes in the Annual Security Report. A Hate Crime is a criminal offense of murder, non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny/theft, simple assault, intimidation, or destruction/vandalism of property motivated by the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

For the 2022, 2023, & 2024 reporting years there was one crime committed that falls under the category of Hate Crimes according to Clery definitions.

MISSING STUDENTS – CARROLLTON CAMPUS**University of West Georgia****Missing Residential Student Notification Policy and Procedures**

The following procedures have been developed to provide required notifications within twenty-four (24) hours after the time a campus resident student is deemed to be missing. This plan is intended to comply with the Higher Education Opportunity Act, Section 485 (j) until specific guidelines or requirements are published by the U.S. Department of Education.

REGISTRATION PROCEDURE

- 1) Residential students will be informed each academic year that each student, age 18 or above, has the option to identify a person designated as a confidential contact to be notified by the University not later than twenty-four (24) hours after the time the student is determined to be missing. The confidential contact may be a person designated by the student in addition the emergency contact listed with the University of West Georgia Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing.
- 2) When registering for classes students are asked in Banner to supply the name and phone of a missing person emergency contact person. That information is kept digitally within the Banner database for access by authorized Housing and Residence Life or University Police personnel.
- 3) Each student who submits a confidential contact registration form in Banner is solely responsible for the accuracy of the contact phone number as well as any update of information should the confidential contact person and/or number change.
- 4) Missing person contact information is confidential, accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigations.

MISSING PERSON PROCEDURES

All official missing person reports must be immediately referred to the University Police or to the appropriate local law enforcement agency.

A student is determined to be missing when a report is made to the University of West Georgia Police Department and its personnel determine the report to be credible. Credibility may be established if any of the following circumstances are verified:

- a) No one has been able to contact the student in the last 24 hours even though reasonable efforts have been made by phone, email, and in-person attempts to do so.
- b) Evidence indicates a criminal act may have taken place. (If this occurs, the 24-hour waiting period will be discarded)
- c) Based on a reliable source, information exists that the student is in danger due to physical issues, mental illness, or consumption of drugs or alcohol. (If this occurs, the 24-hour waiting period will be discarded);
- d) Information exists that the person may be suicidal. (If this occurs, the 24-hour waiting period will be discarded);

INVESTIGATIVE FOLLOW-UP

1) **To report a student missing, a complainant should call the University of West Georgia Police Department at 678-839-6000 and inform the dispatcher that you wish to file a missing person report.**

2) An initial incident report will be taken by a University Police Officer. Included in the report will be the following information:

- a) Name and physical description of the missing person
- b) Does the missing person own a car or have access to one?
- c) Physical and mental condition of the missing person
- d) Any situations or events that may have contributed to the disappearance
- e) The last time the student was seen and whom he/she was seen with. Included with this information is any statements made by the missing person as to his/her future plans.
- f) Campus residence and any phone number he/she could be reached at.
- g) List of family and friends that may be aware of the location of the student.

h) Contact information of the person reporting the missing student.

- 3) The responding officer and other shift personnel will conduct a search of the campus for the student and his/her vehicle. If the student cannot be found, the on-call investigator will be notified as will the Chief of Police or Deputy Chief.
- 4) The investigator will begin an inquiry into the whereabouts of the student. The investigator will notify local law enforcement agencies (within 24 hours of the determination that the student is missing) and place the student's name and information on the Georgia Crime Information System.
- 5) The Chief of Police will notify the President and Vice Presidents for Student Services and Business and Finance as well as the Director of Housing and Residence Life.
- 6) Unless circumstances dictate differently, the person listed by the student to be contacted after 24 hours will be notified. The person may be contacted prior to the 24 hours if warranted by the information developed by the investigator.

DATES AND TIMES OF NOTIFICATIONS

The President, Vice President of Student Services and Director of Housing and Residence Life will be informed by the University Police Department after initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. Each will be updated by University Police as the investigation of the incident progresses. If necessary, University Marketing and Communications will be requested to assist with contacting the media for assistance.

The emergency contact listed by the student as well as any confidential contact listed under Banner will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the University of West Georgia Police Department.

FIRE SAFETY DISCLOSURES

For the 2023 school year, The University of West Georgia (Carrollton Campus) provides housing in 10 traditional residence halls and 16 houses in The Village Complex (formerly known as The Greek Village) for a total of 3,780 beds. The Newnan Campus has no residence halls

FIRE PROTECTION SYSTEMS AND EQUIPMENT

All residential facilities meet minimum fire protection codes in effect when they were constructed or renovated. The University has upgraded all halls to include a centrally monitored fire/smoke detection system. Each room is equipped with a smoke detector as are all hallways, community areas and mechanical rooms. The system initiates if smoke is detected or if a smoke detector is tampered with. All halls and houses also have pull stations and fire extinguishers throughout.

The system is monitored by the University Police at its Dispatch Center. The center is staffed 24/7/365 and has direct contact with Carroll County 911 who are responsible for dispatching the Carrollton Fire Department which serves the UWG campus.

The **fire extinguishers** are inspected by Housing staff as part of their routine building checks. The extinguishers are also inspected by an outside firm in compliance with the fire code.

All **fire exits** are marked and lighted. Residents should familiarize themselves with not only the closest exit, but all exits in the building. This is important in case the closest exit to the resident's room is blocked and another exit route is needed. Once a resident becomes aware of a fire in the building, he/she should close and lock their room door and exit the building immediately. Do not stop and try to collect up valuable items. In the event of a rapidly moving fire, seconds count. ***Possessions and papers can be replaced – your life cannot.***

FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

| Facility | Fire Alarm Monitoring Done On-Site by UPD | Partial Sprinkler System | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuations Plans and Placards | Number of Evacuation (Fire) Drills In the Last Calendar Year |
|----------------------|---|--------------------------|-----------------------|-----------------|---------------------------|--------------------------------|--|
| Arbor View A | X | | X | X | X | X | 2 |
| Arbor View B | X | | X | X | X | X | 2 |
| Arbor View C | X | | X | X | X | X | 2 |
| Bowdon Hall | X | | X | X | X | X | 2 |
| Center Pointe Suites | X | | X | X | X | X | 2 |
| The Oaks | X | | X | X | X | X | 2 |
| University Suites 1 | X | | X | X | X | X | 2 |
| University Suites 2 | X | | X | X | X | X | 2 |
| University Suites 3 | X | | X | X | X | X | 2 |
| The Greek Village | X | | X | X | X | X | 2 |
| Strozier Annex | X | | | X | X | X | 2 |

FIRE DRILLS

A fire drill is conducted at each residence hall during the Fall and Spring Semester for a total of two fire drills per calendar year. It is noted in the Housing & Residence Policy that leaving the residence hall when the fire alarm is sounded is mandatory. Failure to do so will result in disciplinary action.

PURPOSE & CONTEXT

- a. Purpose: The purpose of this policy is to establish a procedure for organizing, coordinating, and executing a fire drill. The ultimate objective of this exercise is to successfully evacuate occupants of buildings to the evacuation assembly point (EAP) and evaluate the fire safety systems.
- b. Context: Housing and Residence Life conducts a fire drill during the fall and spring semesters at each residence hall.

DEFINITIONS

- a. EAP - Evacuation Assembly Point - these are the designated areas or locations that occupants of each building are supposed to gather during the fire drill.
- b. HRL - Housing and Residence Life
- c. MHF - Manager of Housing for Facilities
- d. ADRL - Associate Director of Residence Life
- e. ARL - Assistant Director of Residence Life
- f. WIC - Work Information Center
- g. RA - Resident Assistant
- h. RD - Resident Director
- i. RLC - Residence Life Coordinator

PLANNING PROCESS

- a. The MHF will meet with the ADRL and ARL at the beginning of the fall and spring semesters to schedule dates to conduct fire drills.
- b. The MHF will consult professional staff (Residence Life and Leadership Team) to ensure scheduled fire drills will not conflict with any major events or impede normal business operations. If so, the MHF will make a concerted effort to reschedule the fire drill for a date that will not hinder operations.
- c. After the fire drill has been scheduled and approved, the MHF will request a work order through WIC by email no later than 2 weeks prior to the 1st scheduled drill date.

Notify the following campus partners for support:

- i University Police Department - Chief of Police
- ii. Risk Management - Director of Risk Management / Environmental Health & Safety
- iii. Director of Emergency Management
- iv. Work Information Center
- v. Housing and Residence Life
 - 1. Director of Housing and Residence Life
 - 2. Associate Director of Residence Life
 - 3. Area Coordinators
 - 4. Assignments Coordinator

COMMUNICATIONS

- a. 1 week before the scheduled alarm, HRL will send the "Email to Residents | Send Before Drill" to Residents' email address alerting them of our annual Fall Fire Alarm Drill. Advise them of the building's evacuation procedure and that they are not expected to evacuate.
- b. On the day of the Fire Alarm drill, HRL will send a reminder email to Residents' email address REMINDING them of our annual Fall Fire Alarm Drill. See "Email to Residents | Send Before Drill."
- c. Immediately following the drill, HRL will send a thank you note alerting the residents that they are obligated to evacuate during all future alarms, taking their mask and practicing social distancing while exiting the building and after exiting the building. See "Email to Residents | 1 Hour After Drill."
- d. Follow-up with residents advising them that the drill was for their own familiarization. Provide them (again) with instructions for fire evacuation, including their respective evacuation assembly point. Refer them to the evacuation plans that are in their hallways. See "Email to Residents | 1 Hour After Drill."

FIRE DRILL - ACTIVATING THE ALARM

- a. Meet RD and RLC in front of the main building doors.
- b. Develop a roster of all Graduate and Professional staff attending and witnessing this alarm drill.
- c. Meet Facilities Liaison in front of the main building doors, this person will be responsible for resetting the alarm.

- d. Via radio and via Channel Police, notify UPD you are about to pull the alarm for your building for 30 seconds.
- e. The fire alarm will be pulled by HRL staff or an RA, this decision is at the discretion of and with permission from Facilities to activate the alarm.
- f. Allow the alarm to ring for 30 seconds (Fall 2020 modification). Then give Facilities permission to silence and reset the alarm.
- g. Once the alarm is silenced and reset and Facilities reports "All Systems Normal", use the radio to call back to UPD and report the test has ended, all future alarms for your building should be treated as real notification alarms.
- h. For students who evacuated regardless of permission to remain:
 - i. Allow students to return to the building
 - ii. Review the drill with the RD; remind RD that students should not be charged for lockouts tonight.
 - iii. Remind RD to review drill with RAs during their next staff meeting, going over our Assembly points where modified instructions for check-in and disbursement should happen quickly to maintain social distancing directives.
 - iv. Instruct all supporting University Personnel to either share assessment notes immediately with you or within 2 business days so PAPA can close out drill notification with Director HRL.
- i. After the fire drill has ended, the RLC will send "Email to Residents | 1 Hour After Drill" to all residents to let them know that a fire drill was conducted.
- j. Upon completion of all drills, a Situation Report Assessment should be sent to the D-HRL stating process evacuation tested, and whether problems were noted.

FOLLOW-UP AFTER FIRE DRILL

- a. Within 5 business days, PAPA should send the Director of Housing and Residence Life a summary report for each building where an alarm was sounded. That report should include:
 - i. Date and time alarm was activated.
 - ii. UWG Graduate and Professional Staff Attendance Sheet
 - iii. All take-away assessment statements and findings received by all UWG Graduate and Professional Staff in attendance for the drill.
 - iv. Any action already taken on any takeaway statements submitted found at the time of alarm or prior to this report being submitted.
- b. Director of Housing and Residence Life is responsible for filing a final Drill Assessment Report with the Office

of Emergency Management, Office of Risk Management, and Position Supervisor. That report should include ALL take-away assessments AND responsibility to ensure all take-away action items have been delegated for resolution if necessary.

PROHIBITED APPLIANCES

A list of approved and prohibited items for residence halls:

Approved Items

- Non-halogen light bulb
- George Forman grills
- Automatic coffee makers
- Hot air popcorn poppers
- Magic Bullets and blenders
- Any small closed coil appliance

Prohibited Items

- Personal microwave & refrigerator *Tyus Hall residents may have one of each per room
- Any appliance with an exposed heating element, toaster, toaster oven, hot plate
- Space heaters
- Candles, incense, fireworks, potpourri, gasoline, charcoal, lighter fluid or anything that needs a flame/spark to ignite
- Halogen lamps
- Sun lamps
- Ceiling fans
- Power tools

Any item found in a room that is on this list of prohibited items will be confiscated by hall staff and the resident referred to the Residence Life Conduct Coordinator for discipline.

SMOKING

Per Board of Regents policy, the entire University of West Georgia campus is a tobacco free zone. Smoking anywhere on campus is prohibited and anyone found in violation is subject to disciplinary action. This includes vaping devices.

REPORTING A FIRE

The University Police (678-839-6000) respond to all fire calls on campus. Anytime there is a fire in a residence hall, the University Police should be called so that a report can be made. This report is used to:

- Initiate repairs,
- Can be used by residents for insurance purposes,
- Used by Housing, Risk Management and University Police to determine how such fires can be prevented in the future.

If the fire is currently burning, call the University Police after you have evacuated the building. If you are trapped, contact UP and advised them your location and that you cannot get out due to smoke and or flames. They will direct fire personnel to rescue you.

If the fire is small and has been put out, you should call the University Police and make the report. You can also call the Housing Office (678-839-6426) or Risk management at 678-839-1043. Within the hall, a fire can be reported to your resident assistant, resident director or the area coordinator. In Greek Village, in addition to the RA's, the Manager for Greek Housing can be contacted as well as the Residence Life Coordinator.

FIRE PREVENTION EDUCATION

Residence Life staff discusses evacuation procedures during meetings with the residents of each residential facility during a floor meeting twice per calendar year. At these meetings Residence Life staff also discusses prohibited items as well fire safety policies with the residents. When conducting health and safety inspections of the dorms, fire hazards are addressed with the resident with the aim of educating them on the fire safety hazards present.

PROCEDURES TO FOLLOW IN CASE OF FIRE

1. Don't Panic; remain calm.
2. Call 911 or UPD at 678-839-6000.
3. If room is smoky, get on hands and knees or stomach and crawl to door.
4. Feel door knob. If HOT, do NOT open door if cool open slowly.
5. If hallway is smoky, stay next to wall and count the door as you crawl to exit.
6. Do NOT use any elevators.

7. Do NOT prop open doors to exit staircase.
8. If above the ground floor, hang onto handrail and WALK DOWN exit staircase.
9. Pull Fire alarm as you evacuate.

IF YOU CANNOT LEAVE THE ROOM

1. Notify 911 or UPD at 678-839-6000 and let them know where you are.
2. Wet sheets, towels, or clothing and stuff them in the cracks around doors and vents.
3. Turn on bathroom fan, if available.
4. Check to see if there's smoke OUTSIDE the window; if NO smoke and if any window can be opened, hang a sheet or light-colored material outside.
5. Fill bathtub or sink with cold water for firefighting, if available.
6. Using trash cans, bottle, or other container, keep doors and walls wet.
7. If room is smoky, fold a wet towel in a triangle and tie over your nose and mouth; stay low.
8. Make yourself visible to rescue personnel through any window or balcony; DO NOT JUMP.
9. Keep fighting fire until help arrives; DON'T GIVE UP!

FUTURE FIRE PREVENTION AND DETECTION IMPROVEMENTS

There are no immediate plans to provide more on-campus housing or to renovate the two remaining, non-sprinkled halls. If and when new housing is built or existing buildings are renovated, the facility will be constructed to comply with or exceed the current fire code.

THE FIRE LOG

The University maintain a daily fire log documenting the nature of the fire, the date the fire occurred, the date and time the fire was reported, and the general location of each fire-related incident in an on-campus student housing facility, as reported to University Officials. Fires are entered into the log within two business days of receiving the report. The previous 60 days of fire log entries are available for public inspection during regular business hours. A separate is kept at each University location and available online and in hard copy. The Fire Log is available from the University of West Georgia Police Department at each location during regular business hours. The University Police Department posts a running Fire Fog

combined with their Daily Crime Log on the UWG Clery Act webpage at:
<https://www.westga.edu/cleryact/>.

Carrollton Campus 2024 Fire Statistics

| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment in A Medical Facility | Number Of Deaths Related to Fire | Value of Property Damage Cause By Fire |
|--|------------------------------|-------------|----------------|--|----------------------------------|--|
| Arbor View A 105 Shackleford Dr | 1 | 1 | Trash Can Fire | 0 | 0 | \$0-99 |
| Arbor View B 106 Shackleford Dr | 0 | | | | | |
| Arbor View C 107 Shackleford Dr | 0 | | | | | |
| Bowdon Hall 112 West Ga Dr | 0 | | | | | |
| Center Pointe Suites 116 East Roberts Dr | 0 | | | | | |
| The Village Complex 130 University Dr | 0 | | | | | |
| Strozier Annex 106 West Roberts Dr | 0 | | | | | |
| The Oaks 108 West Georgia Dr | 0 | | | | | |
| University Suites 1 115 East Roberts Dr | 0 | | | | | |
| University Suites 2 113 West Roberts Dr | 0 | | | | | |
| University Suites 3 109 West Roberts Dr | 0 | | | | | |

Carrollton Campus 2023 Fire Statistics

| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment in A Medical Facility | Number Of Deaths Related to Fire | Value of Property Damage Cause By Fire |
|--|------------------------------|-------------|--------------------|--|----------------------------------|--|
| Arbor View A 105 Shackleford Dr | 1 | 1 | Dishwasher Element | 0 | 0 | \$0-99 |
| Arbor View B 106 Shackleford Dr | 0 | | | | | |
| Arbor View C 107 Shackleford Dr | 0 | | | | | |
| Bowdon Hall 112 West Ga Dr | 0 | | | | | |
| Center Pointe Suites 116 East Roberts Dr | 0 | | | | | |
| The Village Complex 130 University Dr | 0 | | | | | |
| Strozier Annex 106 West Roberts Dr | 0 | | | | | |
| The Oaks 108 West Georgia Dr | 1 | 1 | Lamp Caught Fire | 0 | 0 | \$0-99 |
| University Suites 1 115 East Roberts Dr | 0 | | | | | |
| University Suites 2 113 West Roberts Dr | 0 | | | | | |
| University Suites 3 109 West Roberts Dr | 0 | | | | | |

Carrollton Campus 2022 Fire Statistics

| Residential Facility | Total Fires in Each Building | Fire Number | Cause of Fire | Number of Injuries Requiring Treatment in A Medical Facility | Number Of Deaths Related to Fire | Value of Property Damage Cause By Fire |
|--|------------------------------|-------------|---------------------------------|--|----------------------------------|--|
| Arbor View A 105 Shackleford Dr | 0 | | | | | |
| Arbor View B 106 Shackleford Dr | 2 | | | | | |
| | | 1 | Incense smoldering in trash can | 0 | 0 | \$0-99 |
| | | 2 | Fire in oven | 0 | 0 | \$0-99 |
| Arbor View C 107 Shackleford Dr | 0 | | | | | |
| Bowdon Hall 112 West Ga Dr | 0 | | | | | |
| Center Pointe Suites 116 East Roberts Dr | 0 | | | | | |
| The Village Complex 130 University Dr | 0 | | | | | |
| Strozier Annex 106 West Roberts Dr | 0 | | | | | |
| The Oaks 108 West Georgia Dr | 1 | 1 | Ashes in trash can | 0 | 0 | \$0-99 |
| University Suites 1 115 East Roberts Dr | 0 | | | | | |
| University Suites 2 113 West Roberts Dr | 0 | | | | | |
| University Suites 3 109 West Roberts Dr | 0 | | | | | |

The UWG Newnan Campus does not have any Residential Facilities.

