



# 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 our website. This information is also discussed in safety talks that are 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 by using the information provided on our website at [www.westga.edu/police](http://www.westga.edu/police), you will be helping us to help you in the pursuit of a safe campus. Feel free to contact me with questions or suggestions at (678) 839-6000 or [nwatson@westga.edu](mailto: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 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, 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 two divisions; the Uniform Patrol Division and the Administrative Division. Each division performs separate and distinct activities which are interrelated. Each of the three divisions commanders is a direct report to the Chief of Police. The Chief of Police reports directly to the President of the University of West Georgia.

The Patrol Division is commanded by two lieutenants who each oversee one day shift and one night-shift. Each shift is 12 hours and is supervised by a Patrol Sergeant who oversees two to three patrol officers and two dispatchers. 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 Patrol Division also houses the Criminal Investigations Division which consists of one Criminal Investigations Sergeant who oversees two Criminal Investigators who are responsible for investigating criminal cases, conducting administrative investigations, and acting as a liaison between the University Police and other campus partners.

The Administrative Division is commanded by a lieutenant who oversees the department records manager, special events security planning and fleet manager, part-time reserve officers, unsworn security officers, certification and alarms manager, and the Newnan Campus officer. The Administrative Division maintains the department fleet, communications equipment, body worn camera system, fulfills open records and court requests, and ensures the campus alarm and surveillance systems are operational. Other primary duties include state or national certification and compliance with the Jeanne Clery Act.

## 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 do 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 exercise their arrest powers on the UWG campus as well.

## 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 the investigation of 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, and *may* be brought to the attention of UWG via channels within our police department. **Members of our community are encouraged to report crimes promptly to our department, any Campus Security Authority, or the appropriate local law enforcement agency so that appropriate action can be taken in a timely manner.** This includes the reporting of crime by others when the victim is unable or unwilling to report for any reason.

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 Carrollton Police Department are entered onto the daily crime log if they meet the guidelines as outlined in the Clery Act.

## INTRODUCTION: AN OVERVIEW OF CAMPUS SAFETY AND SECURITY REPORTING

### WHAT IS THE JEANNE CLERY ACT?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics 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 Clery 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 Clery Act was named for Jeanne Clery, a Lehigh University student that was murdered in 1987. 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 Clery 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 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 REPORT

The Annual Security Report (ASR) 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 Clery Act. These departments include but are not limited to University Police, Office of General Counsel, 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 Disclosure of Campus Security Policy and Campus Crime Statistics 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 due to the Department of Education by October 1<sup>st</sup> and must be shared with the campus community.

### 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/police/what-is-the-clery-act.php>. The purpose of the ASR 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 obtain a pamphlet outlining where to access Clery information from Human Resources in Aycock Hall / Ground Floor. Prospective students may obtain a pamphlet outlining where to access Clery information at the Admissions Office located in the Murphy Building or the Visitors' Center located in Bonner House. A copy of the report is also available by calling 678-839-4978 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.

In addition to staff and faculty, and 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 a 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. Brendan Kelly	President of UWG	678-839-6442	<a href="mailto:bkelly@westga.edu">bkelly@westga.edu</a>	Sanford Hall
Erin Williams	Human Resources – Interim Director of Equal Opportunity & Title IX Coordinator	678-839-3801	<a href="mailto:erint@westga.edu">erint@westga.edu</a>	Aycock Hall
Dr. Andre Fortune	VP for Student Affairs & Enrollment Services	678-839-6423	<a href="mailto:afortune@westga.edu">afortune@westga.edu</a>	Campus Center
Anne Marie Reed	Interim Dean of Students	678-839-6423	<a href="mailto:areed@westga.edu">areed@westga.edu</a>	Campus Center
Anne Marie Reed	Interim Center for Student Involvement	678-839-6526	<a href="mailto:areed@westga.edu">areed@westga.edu</a>	Campus Center
Stephen Whitlock	Director Housing & Residence Life	678-839-6426	<a href="mailto:swhitloc@westga.edu">swhitloc@westga.edu</a>	East Commons
Cassidy Nelson	Associate Director Housing & Residence Life	678-839-6426	<a href="mailto:cassidy@westga.edu">cassidy@westga.edu</a>	East Commons
Camellia Chandler	Program Coordinator	678-839-6426	<a href="mailto:cchandle@westga.edu">chandle@westga.edu</a>	East Commons
William “Andy” Russell	Housing & Residence Life	678-839-6426	<a href="mailto:arussell@westga.edu">arussell@westga.edu</a>	East Commons
Tamara Elliott	Housing & Residence Life	678-839-6426	<a href="mailto:telliott@westga.edu">telliott@westga.edu</a>	East Commons
Alan Thomas	Housing & Residence Life	678-839-6426	<a href="mailto:athomas@westga.edu">athomas@westga.edu</a>	East Commons
Hailey Macke	Housing & Residence Life	678-839-6426	<a href="mailto:hmacke@westga.edu">hmacke@westga.edu</a>	East Commons
Camellia Chandler	Housing & Residence Life	678-839-6426	<a href="mailto:cchandle@westga.edu">chandle@westga.edu</a>	East Commons
Candace Cooper	Housing & Residence Life	678-839-6426	<a href="mailto:ccooper@westga.edu">ccooper@westga.edu</a>	East Commons
Quin Roberts	Housing & Residence Life	678-839-6426	<a href="mailto:groberts@westga.edu">groberts@westga.edu</a>	East Commons
Basia Wilas	Housing & Residence Life	678-839-6426	<a href="mailto:bwilas@westga.edu">bwilas@westga.edu</a>	East Commons
Quin Roberts	Housing & Residence Life	678-839-6426	<a href="mailto:groberts@westga.edu">groberts@westga.edu</a>	East Commons
Samantha Abney	Housing & Residence Life	678-839-6426	<a href="mailto:sabney@westga.edu">sabney@westga.edu</a>	East Commons
RJ Steward	Housing & Residence Life	678-839-6426	<a href="mailto:rsteward@westga.edu">rsteward@westga.edu</a>	East Commons
Elizabeth Wilson	Housing & Residence Life	678-839-6426	<a href="mailto:bwilson@westga.edu">bwilson@westga.edu</a>	East Commons
Dr. Faye McIntyre	Richards College of Business	678-839-6467	<a href="mailto:fmcintyr@westga.edu">fmcintyr@westga.edu</a>	Adamson Hall
Dr. Meg Pearson	University College	678-839-4892	<a href="mailto:megp@westga.edu">megp@westga.edu</a>	TLC
Dr. Pauline Gagnon	College of Art, Science, and Scientific Inquiry	678-839-5450	<a href="mailto:pgagnon@westga.edu">pgagnon@westga.edu</a>	TLC

Name	Department	Contact #	Email Address	Office Location
Dr. Diane Hoff	College of Education	678-839-6570	<a href="mailto:dhoff@westga.edu">dhoff@westga.edu</a>	Education Center
Dr. Jenny Schuessler	School of Nursing	678-839-5640	<a href="mailto:jschuess@westga.edu">jschuess@westga.edu</a>	Nursing Building
Dr. Janet Donohoe	Honors College	678-839-4763	<a href="mailto:jdonohoe@westga.edu">jdonohoe@westga.edu</a>	Honors College
Michael Poss	Health Services	678-839-6452	<a href="mailto:mposs@westga.edu">mposs@westga.edu</a>	Health Services
Corey Hindman	Patient Advocate	678-839-6452	<a href="mailto:chindman@westga.edu">chindman@westga.edu</a>	Health Services
Ron King	Health Educator	678-839-4164	<a href="mailto:rking@westga.edu">rking@westga.edu</a>	Row Hall
Kevin Terry	Interim Athletic Director	678-839-6534	<a href="mailto:kterry@westga.edu">kterry@westga.edu</a>	Athletic Office Building
Laura Clayton	Associate Director of Compliance - Athletics	678-839-3964	<a href="mailto:lclayton@westga.edu">lclayton@westga.edu</a>	Athletic Office Building
Dr. Robert Heaberlin	Senior Director, Chief Administrative Officer of Off-Campus Programs	678-839-2313	<a href="mailto:rheaberl@westga.edu">rheaberl@westga.edu</a>	Newnan Campus
Rebecca Smith	Associate Director of Newnan Campus	678-839-2315	<a href="mailto:rsmith@westga.edu">rsmith@westga.edu</a>	Newnan Campus
Kris Jackson	Newnan Campus Title IX Investigator, Academic Advisor	678-839-2311	<a href="mailto:kjackson@westga.edu">kjackson@westga.edu</a>	Newnan Campus
Julili Fowler	Director of Engagement and Analytics, Newnan Campus	678-839-4784	<a href="mailto:jfowler@westga.edu">jfowler@westga.edu</a>	Newnan Campus
Brittany Cook	Coordinator of Student Services	678-839-2372	<a href="mailto:bcook@westga.edu">bcook@westga.edu</a>	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. Pastoral or Professional Counselors that are bound by privilege are encouraged to speak with victims or other concerned parties to inform them of the benefits to reporting, even

if anonymously, and will encourage their clients to use the following voluntary methods to report crimes.

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.
- If you are a Staff/Faculty member considered as a “Campus Security Authority,” you can log on to the Work West UWG Police webpage (<https://workwest.westga.edu/police/>) and submit the report via the [Campus Security Authority Disclosure Form](#). This is the preferred method for CSA disclosures.
- If you are a student worker considered as a “Campus Security Authority,” you can contact the University Police Department and ask to make an anonymous report or you can ask a staff or faculty supervisor to log on to the Work West UWG Police webpage (<https://workwest.westga.edu/police/>) and submit the report via the [Campus Security Authority Disclosure Form](#). This is the preferred method for CSA disclosures.
- 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 Hotline](#) at 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 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. 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 while the housekeeping and facility maintenance is the responsibility of the UWG Department of Campus Planning and Facilities. 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.

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CARROLLTON CAMPUS ONLY (NEWNAN CAMPUS HAS NO RESIDENCE HALLS)

### **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 the access control system. Additionally, non-main entry doors have been equipped with exit alarms to prevent unauthorized access.

### **Gunn Hall**

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

### **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 the access control system. 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.

**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. Access to residence halls is monitored by Housing and Residence Life employees located at front desk location in each residence hall.

**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.

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#### 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.

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#### 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 biannually 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 Human Resources Office, Aycock Hall and the Office of Student Affairs and Enrollment Management, Campus Center.

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### ENFORCEMENT OF DRUG LAWS

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

Such laws are strictly enforced by University Police, the Dean of Students, 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. 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.

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#### 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.

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#### DRUG AND ALCOHOL PROGRAMS

The University of West Georgia offers drug and alcohol programs for students, staff, and faculty.

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.

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#### 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](mailto: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 Student 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 & Career Development (678-839-6428) are available to assist you Monday through Friday from 8:00 am to 5:00 pm. They are also on call 24 hours a day through the University Police Dispatch Center (678-8396000). 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](http://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: [www.westga.edu/uwgcares/7648.php](http://www.westga.edu/uwgcares/7648.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 follows Student Sexual Misconduct policies and Standards for Institutional Student conduct Investigation and Disciplinary Proceedings set forth by the University System of Georgia in section 4.1.7 and 4.6.5. The entire USG Policy manual can be found at: <http://www.usg.edu/policymanual/>

The following information is provided so that all members of the University Community will have a better understanding of the policies and procedures the University follows when responding to victims of sexual assault, dating violence, domestic violence, and stalking as well as the resources available to those victims. Based on survey data, we believe that there are many incidents of sexual assault, dating violence, domestic violence, and stalking that go unreported and the victim does not receive support services. The University encourages all victims of sexual assault, dating violence, domestic violence, and stalking to utilize the resources available to them. We also encourage everyone in the campus community to become involved in stopping sexual assault, dating violence, domestic violence, and stalking at UWG.

- If you see someone who is about to become a victim, intervene to help that person or call someone who can. If you're in an organization, create an atmosphere that is intolerant of sexual assault, dating violence, domestic violence, and stalking.
- If you become aware of a person who is a victim of sexual assault, dating violence, domestic violence, or stalking, be supportive and encourage that person to seek confidential assistance from campus or off-campus resources. Health Services employs the only certified Sexual Assault Nurse Examiners (S.A.N.E.s) in our area as well as confidential victim advocates who can link impacted students with medical care and educate them about their rights and their options. The advocates are available 24/7 by calling 470-215-9946. Learn more here: <https://www.westga.edu/student-services/health/about-us-patient-advocacy.php>

If we work together to end sexual violence, we can truly make our University “the best place to work, learn, and succeed!”

#### RIGHTS OF VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

It is the policy and practice of the University of West Georgia to provide an environment that is sensitive and responsive to the needs of victims of sexual assault, dating violence, domestic violence, and stalking. In accordance with this position, the university has established a policy for students, employees, and others who may become victims of sexual assault, dating violence, domestic violence, and stalking on its campuses. Victims are entitled to the following rights:

Pursuant to O.C.G.A. § 17-5-72 victims of sexual assault in the State of Georgia may request, at no cost to the victim, a Medical Forensic Examination for sexual assault, regardless of whether the victim participates in the criminal justice system or cooperates with law enforcement in pursuing prosecution of the underlying crime.

The University also ensures that victims have the following rights:

- To have incidents of sexual assault, dating violence, domestic violence, and stalking treated with seriousness.
- To be treated with dignity.
- To have incidents of sexual assault, dating violence, domestic violence, and stalking investigated and adjudicated by appropriate criminal, civil and or University authorities.
- To receive the full and prompt cooperation and assistance of University personnel in notifying the proper authorities.
- To be free from any kind of pressure by University personnel in choosing not to report a crime, or to report a crime as lesser offenses than the victims perceive.
- To have legal assistance, or to have others present, in any campus disciplinary proceedings in the same manner that the institution permits to the accused and to be notified of the outcome of such proceedings.
- To receive the full and prompt cooperation of campus personnel in obtaining, securing, and maintaining evidence as may be necessary to the proof of incidents of sexual assault, dating violence, domestic violence, and stalking in legal proceedings.
- To be made aware of, and assisted in exercising options regarding mandatory testing of sexual assault suspects for communicable diseases and to be notified of the results of such testing.
- To receive counseling from mental health services established by the University or from other victim-service agencies. The Health Services Victim Advocates can assist in making appointments.
- To be protected by campus personnel (to the extent reasonably feasible) from unnecessary or unwanted contact with alleged assailants.
- Campus organizations that assist victims of sexual assault, dating violence, domestic violence, and stalking shall be granted the privileges afforded all organizations registered on campus.

Further, victims have the right to: ♦ Be treated fairly and with dignity by all criminal justice agencies involved in the case ♦ Proceedings free from unreasonable delay ♦ Be notified of the availability of victims' compensation, which is available under the Georgia Crime Victims Compensation Program at (800) 547-0060 or [www.cjcc.ga.gov](http://www.cjcc.ga.gov) ♦ Be notified of the Georgia

Crime Victims Bill of Rights ♦ Be notified of community based victim services programs ♦ Be notified of an arrest warrant being issued for the accused. ♦ Reasonable, accurate and timely notice of the arrest, release or escape of the accused. ♦ Reasonable, accurate and timely notice of any scheduled court proceedings or any changes to such proceedings ♦ Not to be excluded from any scheduled court proceedings involving the accused, except as otherwise provided by law ♦ Be heard at any scheduled court proceedings involving the release, plea or sentencing of the accused ♦ Refuse to submit to an interview by the accused, accused's attorney or agent of the accused ♦ A waiting area, during judicial proceedings, that is separate from the accused and his or her relatives, friends, and witnesses ♦ Complete a Victim Impact Statement and have it presented to the court prior to the trial or plea of the accused ♦ File a written objection in any parole proceedings involving the accused ♦ Confer with the prosecuting attorney in any criminal prosecution related to the victim ♦ Restitution as provided by law ♦ Under certain conditions, be notified of the accused being on an electronic release and monitoring program ♦ Be notified of the accused being prohibited from contacting the victim

Victims of sexual assault, dating violence, domestic violence, and stalking may contact the following offices for assistance:

- On-Campus Assaults – University of West Georgia Police 678-839-6000 (24/7/365)
- Within the City of Carrollton (Carrollton PD) or Outside the City of Carrollton (Carroll County Sheriff – 911
- Health Services - 678-839-6452 from 8 to 5pm or 470-215-9946 24/7 to receive medical and advocacy services). Students have the right to receive confidential medical and advocacy services whether or not they choose to speak with police or with Title IX officials and regardless of where the assault occurred.
- Counseling Services - 678-839-6428 (Afterhours call the main line and follow the prompts to be connected to the on-call counselor)
- The Prevention Advocacy Resource Center 770-834-7273

Interim Director of Equal Opportunity & Title IX Coordinator – Erin Williams 678-839-3801 (Business hours only)

## IF YOU BECOME A VICTIM OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

Regardless of the circumstances surrounding the victimization, do not delay seeking help out of embarrassment, peer pressure, or if you have been drinking underage or using illegal substances. If you are a victim and have been consuming drugs or alcohol, intentionally or unintentionally, you will not be prosecuted by University Police. The University is here to help you and will assist in whatever manner possible. Specifically, the following Departments form a team that is trained to assist victims of sexual assault. The following list names those departments and what services they provide:

The University Police, located in Row Hall East (678-839-6000 – 24/7/365) will come to you and take you to a safe place. The police officers will notify Health Services where you will be treated by medical staff who have been specifically trained to treat victims of sexual assault, dating violence, domestic violence, and stalking (See below for more information on the S.A.N.E.s employed at Health Services.) Once your medical needs have been addressed, an investigator with the University Police can interview you and begin an investigation into the crime. If there is sufficient evidence, the case will be taken through the courts and the investigator will be with you through the process. Here are some things you need to know:

- You are in charge of the investigation. You can delay speaking with the officer or choose not to speak with the police at all.
- You do not have to decide right away if you want to prosecute or not. Under Georgia law you have up to two years to make that decision. You also have the right to change your mind as to whether or not you wish to prosecute. It is important that a forensic medical exam be completed so if you do decide to prosecute later, the evidence sexual assault, dating violence, or domestic violence is available for use in court.
- You have the right to pursue disciplinary action against your assailant under the UWG Student Conduct Code which can be found at <http://www.westga.edu/handbook/>. This action can be taken in addition to or in lieu of criminal prosecution.
- For sanctions and arrests related to rape and sexual assault, UWG abides by the state definition as follows:
  - “In Georgia, Rape is defined under O.C.G.A. § 16-6-1 as a male having carnal knowledge of a female forcibly and against her will. Carnal knowledge in rape occurs when there is any penetration of the female sex organs by the male sex organs. The Code recognizes that rape can occur even between spouses so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense. Rape is punishable by death, life imprisonment with

or without parole, or a minimum of 25 years imprisonment, followed by probation for life.”

- Sexual Assault: In Georgia, Sexual Assault is defined under O.C.G.A. § 16-6-5.1 as sexual contact that is perpetrated by a person who has supervisory or disciplinary authority over another individual.”
- We will support you in whatever decision you wish to make but we do strongly encourage you to seek treatment at Health Services. Their services are free of charge, confidential, and are provided on campus, rather than in a crowded emergency room at the local hospital. Our local hospital does not employ SANEs. Health Services will provide the exam and treatment, whether the assault occurred on or off campus.
- Health Services will also perform a rape kit which collects the evidence needed to prosecute a case if you choose to do so. If you need additional time to decide whether you wish to press charges, the evidence kit can be securely stored in the Evidence Locker at Health Services for up to one year.
- The Health Services Victim Advocate or the University Police can assist you in obtaining a protective order to keep your assailant away from you. University Police will serve the order and enforce it to the fullest extent of the law.

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. If you are a victim, you can access services in the following manner:

- If a victim of sexual assault, dating violence, domestic violence, or stalking wishes to be seen during normal business hours (<http://www.westga.edu/health/>), call Health Services and advise the receptionist that you would like to schedule an appointment; you can discuss why you would like an appointment in a manner that is most comfortable for you or you may also ask to speak directly with a Health Services Advocate who will educate you about your rights and your medical options.
- If the incident of sexual assault, dating violence, domestic violence, or stalking occurs after normal business hours, call Health Services Victim Services Crisis Line at 470-215-9946. The S.A.N.E.s are available whether the incident of sexual assault, dating violence, domestic violence, and stalking occurs on or off campus.

- Along with the S.A.N.E, an Advocate is available to assist. The Advocate is a trained counselor who can address the immediate needs of a victim. The Advocate can also assist with:
  - Notifying the victim's professors in case he or she may need to miss class. The professor is not told why, but the faculty are aware if an Advocate contacts them, the request to miss class is legitimate.
  - The Advocate can work with the faculty and Registrar if a class change is needed due to the assailant being in the same class with the victim.
  - The Advocate will coordinate with Housing if a residence hall room change is needed.
  - Referral to the Office of Accessibility Services to explore possible classroom accommodations.
  - All services are confidential, free of charge, and available regardless of whether a police report is filed.

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.

Housing and Residence Life located in East Commons (678-839-6426) will coordinate with the Advocate to deal with issues involving housing. If a room change is needed by a victim, the Housing Office will take all reasonable steps to move the victim to a location where the victim can feel safe and avoid contact with the assailant as much as possible.

Accommodations or protective measures are available if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

#### CONFIDENTIALITY

University of West Georgia Counseling Center and Health Services are exempt from mandatory reporting obligations. The University Police, as a public law enforcement agency, will acknowledge that an incident of sexual assault, dating violence, domestic violence, or stalking has been reported. However, Georgia law provides that the Department will not publish the name or address of a victim of sexual assault, dating violence, domestic violence, or stalking.

The university will complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. 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 accommodations or protective measures?

#### WRITTEN NOTIFICATIONS

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

The institution will provide written notification to victims about available options and assistance in the following, including how to request these changes and who to contact at the institution. This information is available online at <https://www.westga.edu/student-services/health/medical-academic-advocacy.php> and is provided in writing.

UWG Health Services Advocates can assist you in obtaining accommodations, they can be reached at 678-839-6452. The University Police can assist you with obtaining legal protective orders through the local court system. Contact an UPD investigator at 678-839-6000 for assistance. If you prefer you can contact the Carroll County Superior Court at 770-830-5931 or Coweta County Superior Court at 770-254-2693 to speak with a Victim Advocate.

The following types are examples of accommodations available to victims of sexual assault, dating violence, domestic violence, stalking, and other crimes at the University of West Georgia:

Academic situations

Living situations

Transportation situations

Working situations

Protective measures

## HOW TO REPORT A SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING INCIDENT

If you do become a victim of a sexual assault, domestic violence, dating violence, or stalking you should do the following:

- Get to a safe place and then phone the police. If you are on campus, call 678-839-6000. If you are off campus, call 911. If you do not choose to speak with the police and are in a safe location, you can also call 24/7 confidential victim services line for Health Services at 470-215-9946 to be connected to advocacy and medical services.
- If you call the police, tell the dispatcher that you have been the victim of a crime and answer the questions the dispatcher asks you. Some of the questions may not seem important, but your answers will assist the police in serving you better. If the perpetrator may still be in the area, let the dispatcher know.
- Wait for the police to arrive. Attempt to preserve any evidence. The preservation of evidence of all kinds is critical to the successful prosecution of a criminal incident. Do not delete relevant digital information such as text messages, emails, etc. Do not change clothes, wash, or in any way alter your state as this may destroy evidence. For the same reason, do not alter the site of the crime if that is where you are calling from. Do not eat, drink or take any medications until the police have arrived. If possible identify anyone who may have been a witness so that you can provide that information to police.

Once the police have arrived, the officers will guide you as to what will happen next. You will be interviewed about the incident and then, if you agree, evidence will be collected and you may be transported to Health Services or the hospital for an examination.

## WHAT WILL FOLLOW NEXT

If a suspect is identified and sufficient evidence exists, the police will obtain an arrest warrant from a judge. Some jurisdictions will require you to sign the warrant in the presence of a judge. In other jurisdictions, the police will sign the warrant on behalf of the victim. On campus, it is the policy of the University Police to sign the warrant unless the victim desires to do so.

**Note: The University Police will take no criminal action without the approval of the victim unless there are extraordinary circumstances which mandate action be taken.**

Once the warrant is served, the accused will be arrested and placed in jail. A magistrate will determine if the subject is to be granted bail based on various factors. These factors include the level of violence associated with the crime, the probability of the person appearing for trial, and the background of the accused. If bail is granted, restrictions can be placed on the person, such as not contacting the victim, not drinking alcoholic beverages, and being home before a certain hour.

If the accused pleads not guilty, the District Attorney will review the case prepared by the police. If the DA accepts the case, it will be presented to the Grand Jury of Carroll County for indictment. An indictment is a finding by the grand jury that sufficient evidence exists to send the case forward for a full trial. If the Grand Jury issues an indictment, the case is forwarded to the Superior Court of Carroll County for trial. During the trial, the District Attorney will prosecute the case on behalf of the victim. The accused will be represented by an attorney and has the right to challenge evidence and cross-examine witnesses including the victim.

In Georgia, state law prohibits the publishing of the name or photograph of a rape victim. This includes publication in the local media as well as University publications.

In addition to, or in lieu of criminal prosecution, the case can/will be adjudicated through the Office of Community Standards - <http://www.westga.edu/studentconduct/> and Title IX. To speak with the Conduct Specialist, call 678-839-2466. To speak with the Title IX Coordinator, call 678-839-3801.

## PREVENTING STRANGER-TO-STRANGER ASSAULT

At night- walk along the lighted main roads. Avoid taking shortcuts through wooded areas.

Sign up for LiveSafe from your app store, download the LiveSafe app. Type in your University e-mail address and fill out your profile. Once initially registered, you can go to Smart911.com and fill out the rest of profile. The more information you place in your profile, the better we can assist you in an emergency. This is a free service of the UWG Police Department.

Ride the shuttle bus - it operates Sunday through Friday and the full schedule can be found at: <https://www.westga.edu/campus-life/parking/index.php>

When possible, walk with a friend or a group. Walking in pairs or groups significantly reduces the chances of becoming a victim of crime. Match your schedules with others so that if you

need to go to the library, Campus Center, or East Commons Dining, especially after dark, you have others to go with. Do the same on the walk back to your residence hall.

If you come in late, call the University Police Dispatch Center at 678-839-6000 and request an officer to provide a safety escort.

Never let anyone into the residence hall that you don't know. If the person doesn't have an access card, they need to use the phone by the reader door to notify the person he/she wants to visit to meet and provide them with access.

Report unescorted males in the women's halls to the RA staff or University Police.

Report all suspicious persons to the University Police immediately.

Don't allow anyone in your room that you don't know. If someone is soliciting in your hall, contact the University Police immediately.

DO NOT prop open the exterior doors to yours or anyone else's residence halls. Always keep the door to your room locked, even when you're going to be gone for only a short time. When you're sleeping, make sure the door is always locked.

## PREVENTING SEXUAL ASSAULT BY AN ACQUAINTANCE

When attending a party or in any circumstances where alcohol is being served, drink responsibly. Alcohol is the number 1 date rape drug used. National statistics show that the vast majority of victims are sexually assaulted by a person s/he knows. Often both the victim and assailant had consumed sufficient alcohol to be considered drunk. If you remain sober and in control of your environment, you are better prepared to perceive danger, and you're physically capable of getting away.

If you attend a social event and plan to consume a great deal of alcohol, go with a friend who can watch over you. Choose a trustworthy friend who knows you, who will have the courage to stand up for you and to intervene if necessary. Just like the "designated driver", a designated "guardian angel" may prevent you from suffering the trauma of being a victim of sexual assault. This approach works well with groups as well as individuals.

When going out with someone, establish the ground rules early. Sexual partners should obtain clear verbal consent. If the person you are with does not respect your decisions or your boundaries, tell the person in very clear terms that you are not interested. If they continue to press the issue, ask someone else to take you home or call for a cab.

If you feel uncomfortable with a person, trust your instincts and follow your senses. Regardless of all the good qualities the person may appear to have, listen to your "sixth sense" before you agree to go out with them.

When you go out, be prepared in case something goes wrong. Carry a cell phone in case you need to call someone to pick you up or contact the police. Preprogram the University Police number into your phone. (University Police – 678-839-6000 - available 24/7/365 or 911)

When you go out with someone new, let a friend know who that person is and where you are going to go. Give a physical description of the person and their vehicle if the friend doesn't know them.

## POLICIES REGARDING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING DISCIPLINARY PROCEDURES

The University of West Georgia (UWG) along with all other member institutions of the University System of Georgia (USG), is governed by the USG Sexual Misconduct Policy which is applicable to all faculty, staff, students, contractors, vendors, visitors and guests. The USG Sexual Misconduct Policy, contains, among other things, definitions of consent, dating violence, domestic violence, non-consensual sexual contact, stalking and other violations which are outlined below. The USG Sexual Misconduct Policy can be accessed at:

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

Through partnerships and collaborations UWG is actively preventing and responding to sexual harassment, sexual assault, dating violence, domestic violence, and stalking, which are crimes that also violate the Student Code of Conduct and the Non-Discrimination and Anti-Harassment Policy.

In order to reduce incidents of sexual misconduct, UWG provides and conducts ongoing awareness and prevention programming and training for the campus community. Such programs promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

### FACULTY AND STAFF

Pursuant to its Non-discrimination and Anti-Harassment Policy, UWG prohibits its faculty and staff members from engaging in discriminatory conduct on the basis of gender (including pregnancy), including sexual harassment and sexual misconduct. The University of West Georgia (UWG) along with all other member institutions of the University System of Georgia (USG), is governed by the USG Sexual Misconduct Policy which is applicable to all faculty, staff, students, contractors, vendors, visitors and guests. The USG Sexual Misconduct Policy, contains, among other things, definitions of consent, dating violence, domestic violence, non-consensual sexual contact, and stalking.

UWG Office of Equal Opportunity and Title IX offers a facilitator led course to all new faculty and staff upon hire, and to all other faculty and staff on a biennial basis. These trainings engage participants to learn about and understand their roles as responsible employees in addressing

and reporting sexual misconduct. This course covers relevant procedures and resources to help prepare staff and faculty to respond effectively when they become aware of an incident at UWG. Participants are given opportunities to practice learned skills by using case-study scenarios and through active discussions. The delivery of these trainings for new employees are organized through the Talent Management Department in Human Resources and through unit heads for all other employees.

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#### UWG RESOURCES FOR FACULTY AND STAFF

##### **Employee Assistance Program (EAP)**

1-844-243-4440

UWG has contracted with KEPRO to provide employees and their family members with a comprehensive Employee Assistance Program (EAP), a confidential counseling service that assist employees in addressing emotional and mental health concerns. EAP is staffed by counselors who are providers of mental health services licensed in Georgia.

##### **University Police Department (UPD)**

678-839-6000

The university Police Department provides traditional law enforcement services, security, and emergency response to the University community 24 hours a day, 7 days a week, 365 days a year. Enforcement duties span sexual assault, sexual harassment, dating violence, domestic violence and stalking.

##### **Office of Equal Opportunity and Title IX**

678-839-5344

The Title IX Coordinator monitors UWG's compliance with Title IX, which includes oversight of all complaints of sexual assault, sexual harassment, dating violence, domestic violence and stalking. This office also delivers Title IX training. Deputy Title IX Coordinators are also located in the Office of the Vice President for Student Affairs, Athletics Department, and in the Human Resources Department.

##### **Training for Staff and Faculty and Graduate Students**

EVERFI Virtual Training

The Office of Equal Opportunity and Title IX engages in annual awareness training for faculty, staff and students. This is done virtually and through face to face contact. UWG requires

incoming Freshman, transfer students, student athletes, new Greeks, and new graduate students to complete the Alcohol EDU, Sexual Assault Prevention for Undergraduates, and Sexual Assault Prevention for Graduates as part of a comprehensive effort to have students engage in healthy lifestyles and decision making.

Whether students drink or not, Alcohol EDU will empower them to make well-informed decisions about alcohol and help them better cope with the drinking behavior of their peers. The Sexual Assault Prevention for Undergraduates and Graduate Students programs address sexual assault, relationship violence, consent, bystander intervention, and stalking.

Virtual Sexual Misconduct and mandatory reporting obligations awareness training are also offered to UWG faculty and staff on annual basis. For these initiatives, UWG has partnered with EVERFI, whose mission is to help students, faculty and staff in higher education institutions across the country address alcohol abuse prevention and sexual violence awareness.

Over 25 face to face trainings are conducted each academic year with faculty, staff, and key student groups such as Greeks, athletes, resident assistants, and student leaders. Training are mainly focused on sexual harassment, non-consensual sexual contact, dating violence, domestic violence, stalking, and a plethora of other acts that are prohibited under the Sexual Misconduct Policy and the UWG Non-Discrimination and Anti-Harassment Policy.

THE OFFICE OF EQUAL OPPORTUNITY/TITLE IX COORDINATOR

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*The Office of Equal Opportunity/Title IX Coordinator may be reached at:*

**678-839-5344**

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Victims of sexual misconduct have the option to choose whether or not they report the matter to the Office of Equal Opportunity & Title IX. However, all members of the University community are strongly encouraged to report incidents or allegations of sexual misconduct within the University Community to the Office of Equal Opportunity and Title IX.

Members may report an incident or allegations via:

- A Cares Report located at:  
[https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout\\_id=8](https://cm.maxient.com/reportingform.php?UnivofWestGeorgia&layout_id=8)
- The Equal Opportunity and Title IX Website located at:

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

<https://www.westga.edu/hr/title-nine.php>

## SEXUAL MISCONDUCT DISCIPLINARY PROCEDURES

The Office of Equal Opportunity and Title IX conducts impartial and timely investigations into incidents and allegations of sexual violence within the University Community under the USG Sexual Misconduct Policy, the USG Standards for Institutional Student Conduct Investigations and Disciplinary Proceedings, and the University's Non-Discrimination and Anti-Harassment (NDAH) Policy. While the Office of Equal Opportunity and Title IX investigates all allegations of sexual misconduct, the procedures governing resolution of matters and appeals differ based on whether the respondent is a student or a faculty or staff member.

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### PROCEDURES FOR STUDENT RESPONDENTS

Allegations of sexual misconduct, including allegations of dating violence, domestic violence, sexual assault, or stalking, against a student are investigated by the Office of Equal Opportunity and Title IX. An investigation may result in an informal or formal resolution, or result in a determination that insufficient evidence exists to proceed. In the case of a formal resolution, the matter may be heard by a three-person panel made up of University faculty and staff.

All investigations conducted by the Office of Equal Opportunity and Title IX concerning sexual misconduct by a University of West Georgia student will be prompt, fair, and impartial. The standard of proof utilized in these cases is a preponderance of the evidence, provided that in cases where a student is suspended or expelled, the finding of violation must be supported by substantial evidence. Preponderance of the evidence, as an evidentiary standard, means that it is more likely than not the alleged violation of policy occurred. All investigations and hearings of possible student sexual misconduct, including appeal processes, are carried out by University employees who have received annual training on issues related to sexual assault, dating violence, domestic violence, and stalking, with such training covering how to conduct a sexual misconduct investigation, resolution of investigations (including the hearing process when applicable), and the appeal process, in each case focusing on protecting the safety of victims, maintaining fairness/impartiality for accused individuals, and promoting student accountability.

Due process rights of the victim and accused individual are observed throughout the course of the investigation, resolution, and appeal of an allegation of sexual misconduct. Details of the rights of both the victim and the respondent are shared with parties at the outset of all sexual misconduct reviews and can be found on the Equal Opportunity and Title IX website <https://www.westga.edu/hr/title-ix-rights-options-resources.php>.

If it is determined that a violation of policy has occurred, disciplinary action may be taken, with possible sanctions consisting of suspension, expulsion, probation, restitution, community service, tailored restrictions on access to University programs and facilities, restrictions on access to on-campus housing, as well as other educational sanctions where appropriate, including mandatory mentoring programs or alcohol training. The severity of any disciplinary action will depend on the frequency or severity of the offense and the history of past misconduct by the accused.

For more information on the procedures governing sexual misconduct cases involving student respondents please click <https://www.westga.edu/hr/grievance-procedure.php> for the USG Standards for Institutional Student Conduct Investigations and Disciplinary Proceedings.

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#### PROCEDURES FOR FACULTY AND STAFF RESPONDENTS

Allegations of sexual misconduct against a University faculty or staff member are investigated by the Office of Equal Opportunity and Title IX. All investigations concerning sexual misconduct by a University of West Georgia faculty or staff member will be prompt, fair, and impartial, and shall be conducted by University employees who have received annual training on issues related to sexual assault, dating violence, domestic violence, and stalking. In cases where the investigation results in sufficient evidence to charge the respondent with a violation of University policy, the respondent may request an informal resolution (unless the complainant was a student), or the case will be transitioned to the appropriate division for a hearing. All faculty cases will be transitioned to the Chief Academic Officer (Provost's Office) and all staff cases will be transitioned to the Chief Human Resources Officer. Those individuals tasked with facilitating the hearing process have also received annual training on issues related to sexual assault, dating violence, domestic violence, and stalking, with a focus on protecting the safety of victims, maintaining fairness/impartiality for accused individuals, and promoting employee accountability.

Faculty or staff investigation procedures will determine findings of fact using the preponderance of the evidence standard, which means that it is more likely than not that a violation of Institution policy has occurred. If it is determined that a violation of policy has occurred, disciplinary action may be taken in conjunction with the Employee Relations Manager, as well as the direct supervisor of the faculty or staff respondent. A wide range of possible sanctions are available, from a letter of counseling, mandatory training, suspensions without pay, up to and including termination of employment. The severity of any disciplinary action will depend on the frequency or severity of the offense and the history of past misconduct by the employee.

For more information on cases involving employee respondents please review the USG Sexual Misconduct Policy <https://www.usg.edu/policymanual/section6/C2655> and UWG's Non-Discrimination and Anti-Harassment Policy <https://www.westga.edu/hr/title-ix-notice-of-non-discrimination.php>.

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#### ADDITIONAL GUIDANCE ON SEXUAL MISCONDUCT PROCEEDINGS

##### **Notification**

In accordance with federal law, the USG Sexual Misconduct Policy, the USG Standards for Institutional Student Conduct Investigations and Disciplinary Proceedings, and the University's Non-Discrimination and Anti-Harassment (NDAH) Policy provide that in the case of allegations of sexual misconduct, each party to the matter shall simultaneously receive written notification of the results of such matter, the appeals process, any change in the result of such matter, and when such results become final to the alleged victim or next of kin.

##### **Advisors**

All parties to a proceeding under the University's Non-Discrimination and Anti-Harassment (NDAH) Policy or the Sexual Misconduct Policy (excluding allegations of Title IX violations) 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 for the express purpose of providing advice and counsel. An advisor to a party may not participate directly during interviews or hearings nor may the advisor be a witness during the investigation process, but the advisor may be present and advise the party in any manner, including by providing questions, suggestions, and guidance on responses to any questions posed to the party.

Pursuant to Federal Title IX regulations, where there has been an allegation of a Title IX violation, both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process 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. All communication during this process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

##### **Interim Measures**

Interim measures may be issued by the Coordinator of Community Standards, Title IX Coordinator, or a designee, at any point after the University becomes aware of an allegation of misconduct. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community, or deter Sexual Misconduct and retaliation. 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 University 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 University community

### **Retaliation**

UWG does not tolerate retaliation against anyone who makes a complaint of sexual misconduct or exercises their rights or responsibilities under UWG’s policies. If any party involved in a sexual misconduct incident or conduct process retaliates in any way, they may be subject to additional disciplinary action. For more information please see [UWG Non-Discrimination and Anti-Harassment Policy](#) and the [USG Sexual Misconduct Policy](#).

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### HEARING & APPEALS

#### Student Respondents:

All Sexual Misconduct adjudication & appeals involving a student Respondent shall follow the hearing and resolution process set forth in [USG Sexual Misconduct Policy](#) and [USG Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings](#).

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the

hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing.

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence. Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution's established rules of decorum.

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.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

#### A. Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party

or witness based solely on their absence from the hearing or refusal to subject to cross-examination.

2. The parties shall have the right to present witnesses and evidence at the hearing.
3. 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.
4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
7. 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.

#### B. Non-Title IX Sexual Misconduct Hearings

1. The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
2. 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.
3. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to

prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.

4. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
5. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
6. 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.

Appeals may be made in any cases where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, 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, Conduct Officer, investigator(s), decision maker(s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or their designee.

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 their 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 any lower 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 or their designee's decision shall be simultaneously issued in writing

to the parties within a reasonable time period. The President or their designee's decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the final institutional decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

#### Faculty & Staff Respondents:

All Sexual Misconduct adjudication & appeals involving an employee Respondent shall be addressed utilizing Board and institutional employment policies and procedures, including [Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment](#).

Where a case was not resolved through an informal resolution and where the respondent indicates that he or she contests the charges, the matter shall be set for a Board of Review Hearing. The Board of Review will be comprised of employees who will hear the case and determine whether the accused is in violation of the contested aspects of the complaint. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants. The Board of Review will reach an outcome based on the preponderance of evidence. Where applicable, the investigator shall testify as a witness before a panel regarding the investigation and finding, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

Following a Board of Review Hearing, the respondent, complainant, and alleged victim (where applicable) shall be simultaneously provided a written decision of the outcome and any resulting sanctions. The decision should include details on how to appeal. Additionally, the written decision must summarize the evidence in support of the sanction. If the hearing board upholds the finding, the board will recommend a sanction to the Director of Equal Opportunity & Title IX Coordinator and the appropriate management official. If the hearing board does not uphold the finding that a policy has been violated, the case is closed unless either party appeals the decision of the Board.

All parties shall have the right to appeal the outcome of the formal process. Cases involving employee respondents shall be appeals to the University President (or his or her designee) within 5 business days of receiving notification of the final decision of the Board of Review. The appeal must be based on the following factors:

- a. Material failure to comply with applicable procedures in this Policy or to conduct a reasonably thorough investigation;
- b. Findings, if not overturned or modified, would result in a substantial injustice to a party or parties, including a substantially inadequate or excessive sanction; or
- c. New evidence that was not reasonably available to be presented by the parties during the course of the investigation.

A decision by the President or his/her designee will be made within a reasonable time and the Director of Equal Opportunity & Title IX Coordinator, the complainant, and the respondent will be notified in writing of the decision on the appeal. During the time of appeal and review, disciplinary action or sanction or remedial/preventative measures, if any, taken as a result of the original complaint may be implemented and enforced. Upon the request of the appealing party, the President may, in his or her discretion, temporarily suspend the imposition of the disciplinary action, sanction, or remedial/preventative measures while the appeal is pending. The President's decision shall be the final decision of the institution. Should the respondent or alleged victim wish to appeal the President's decision, he or she may request a review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

## 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

Upon establishment of the Department of Emergency Management in November 2017, the Director of Emergency Management began a comprehensive review of existing emergency and contingency plans and procedures. An emergency management planning team was established to ensure university and community, as a whole, were represented and engaged in the revision of plans and procedures at UWG. The Emergency Planning Committee completed a Hazard Vulnerability and Risk assessment for UWG in April 2018.

The Comprehensive Emergency Management Plan was developed and approved in July 2018. The University of West Georgia Comprehensive Emergency Management Plan 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 to address disasters and emergencies that may affect the University. The plan ensures consistency with current policy and describes the interrelationship with all levels of government and the surrounding community. The plan will continue to evolve, by implementing lessons learned from disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and changes to State and Federal statutes and guidance.

The Emergency Planning Committee began the development of a multiyear training and exercise plan, to include hazard awareness training, emergency preparedness training and incident specific exercises. Training and exercises in 2018 focused on weather awareness and preparedness, an emergency during a special event and severe weather impacts to campus. The University was designated a Weather Ready Nation (WARN) Ambassador in 2018.

In addition, the following programs were established: an after-action review program to capture and address lessons learned from special events, incidents or emergencies; special events planning guidance to insure standardized contingency and pre-event emergency planning; a building coordination program to train building coordinators in emergency preparedness and increase the level of preparedness of UWG buildings.

Beginning in the Fall of 2019, a campus wide review and development of a university Continuity of Operations (COOP) plan will begin. Numerous plans and procedures currently exist, this effort is designed to standardize and integrate these efforts

## TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

### I. Purpose and Scope

Clear and concise communication procedures are essential to save lives, warn the public and protect property during an emergency. This annex describes UWG's Emergency Notifications and Timely Warnings system. 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.

### II. Situation Overview

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. Timely notification of key University personnel can be critical to response efforts and clear communications/command must be established to ensure efficient notifications and response. Potential disruptions of power, telephone service, cellular service, internet and/or email require redundant communication methods. 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 or his 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 many facets of emergency notification. The Emergency Notification Plan is a summary of the methods used to notify the campus community of an emergency. The plan emphasizes redundant notification methods. Some are passive, not requiring subscription to services; other methods require registration for a service.

### III. Concept of Operations

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.

A. University Police Dispatch will serve as the Primary warning point for all emergencies, which may affect the campus, with Emergency Management as backup.

B. 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, the emergency notification systems will be implemented.

C. 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 of the Command Center or Emergency Operations Center (EOC).

D. Definitions

1. Emergency Notification

a) Once the University Police and/or Office of 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 what information needs to be released about the situation. The notification process will then 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.

b) The safety of students, staff, faculty, and visitors is a paramount concern, especially 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 environs during an emergency and to relay timely information to parents and guardians.

c) 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 impact the quality of life at the University of West Georgia. Some examples include but are not limited to:

1) Tornado warning (tornado has been sighted and the National Weather Service has issued a tornado warning).

2) Large-scale environmental incident within or near a campus facility (i.e. fire or hazardous material).

3) Ongoing acts of violence or other criminal activity which present significant risk of physical harm (i.e., active shooter).

4) Urgent notification for cancellation of classes due to severe weather or environmental incident.

- 5) Outbreak of Disease
- d) 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:
  - 1) telephone
  - 2) E-mail
  - 3) Push to application
  - 4) SMS text messaging
- e) University Police, University Communications and Marketing and The Office of Emergency Management are responsible for the management of emergency notification systems.
- f) University Police, University Communications and Marketing and The Office of Emergency Management hold emergency notification procedures.

## 2. Timely Warning

- a) In the event of an incident, on or off campus, that constitutes an ongoing threat to the campus community, a timely warning in the form of a safety advisory will be issued as soon as reasonably practical. All Clery reportable crimes that are considered to represent a serious or continuing threat will be reported to the community in a timely warning.
- b) Timely warnings are issued by University Police via the LiveSafe system to each current student, faculty, and staff member.

## IV. Roles and Responsibilities

- A. UWG Dispatch and Emergency Management will monitor current and forecast weather and Emergency Management will maintain communications with the National Weather Service (NWS) Forecast Office (FO) via phone, email or nwschat.
- B. The EOC, if established, will coordinate information exchange with all incident command posts and the UWG police.

C. University Communications and Marketing (UCM) will assist in the development of messaging, as available. UCM maintains emergency contact lists and updates them as needed. This sensitive information is shared with campus response entities.

a. University Communications and Marketing will receive detailed information from The Chief of Police or his designee or from the office of Emergency Management to develop the content of any Emergency Notification warning. University Communications and Marketing in conjunction with The Chief of Police and Office of Emergency Management will determine the appropriate segment of the campus community to receive a specific notification based on the most up to date information available.

V. 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
- Provost and Vice-President for Academic Affairs
- 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.

## Appendix 2 - Timely Warning Procedures

### Preparation

The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement

efforts. As soon as practical after the requirement for a timely warning becomes known, the University Police Department will prepare the warning.

- Public Safety will develop a standardized format for timely warnings to ensure all required elements are included. These include:
  - o Nature of the warning.
  - o Location of the incident.
  - o Time of the incident.
  - o Description of any suspect(s).
  - o Steps community members should take.
  - o Where to seek additional information.
- The timely warning will be reviewed by at least one additional person prior to transmission.
- The timely warning will not include the name or identifying information of a victim of sexual assault.

#### Transmission

A. Timely warnings will be transmitted as rapidly as is practical.

B. Transmission authority is limited to the following:

- Chief of Police
- Shift Lieutenant
- Dispatchers

C. If practical, the following will be notified prior to transmission of a timely warning:

- Office of the President
- Vice President for Student Affairs and Enrollment Management
- Associate Vice President for Communications and Marketing

D. 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 a timely warning.

F. Record Keeping. The University Police Department will maintain records of all timely warnings 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 located on the UWG Police webpage under the Clery Act page at: <https://www.westga.edu/police/what-is-the-clery-act.php> by selecting the Annual Crime Log Tab.

The log is published Monday through Friday except when the University is closed. When the University is reopened, the log is updated to include what occurred when closed. It 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 Report where an incident’s geography determines whether or not it is included.

FOR REFERENCE THE FOLLOWING TERMS USED IN THE DAILY CRIME LOG ARE DEFINED:

**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

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

- **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.

Building Description	Address	City
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	103 Parker Dr	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
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
Food Service - 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	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
Greek Village A	130 University Dr	Carrollton
Greek Village B	130 University Dr	Carrollton
Greek Village C	130 University Dr	Carrollton
Greek Village D	130 University Dr	Carrollton
Greek Village E	130 University Dr	Carrollton
Greek Village F	130 University Dr	Carrollton
Greek Village G	130 University Dr	Carrollton
Greek Village H	130 University Dr	Carrollton
Greek Village I	130 University Dr	Carrollton
Greek Village J	130 University Dr	Carrollton
Greek Village K	130 University Dr	Carrollton
Greek Village L	130 University Dr	Carrollton
Greek Village M	130 University Dr	Carrollton
Greek Village N	130 University Dr	Carrollton
Greek Village O	130 University Dr	Carrollton
Greek Village P	130 University Dr	Carrollton
Greek Village Q Community Center	130 University Dr	Carrollton
Greek Village R Residence Bldg.	130 University Dr	Carrollton
UWG Stadium	1500 Lovvorn Rd	Carrollton

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#### NEWNAN CAMPUS

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

#### NONCAMPUS PROPERTIES

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#### 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.

- Campus Christian Fellowship – 79 & 85 Tyus-Carrollton Rd, Carrollton, Georgia 30117
- 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

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#### NEWNAN CAMPUS

Newnan Campus does not have any associated Noncampus properties.

#### PUBLIC PROPERTY

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#### CARROLLTON CAMPUS

- The portion of Maple Street in front of UWG
- Lovvorn Road from Beulah Church to Riverside Drive
- West Georgia Drive (perimeter road of the school)
- University Drive (north and south portions).

There are no public parking facilities that border the Carrollton campus.

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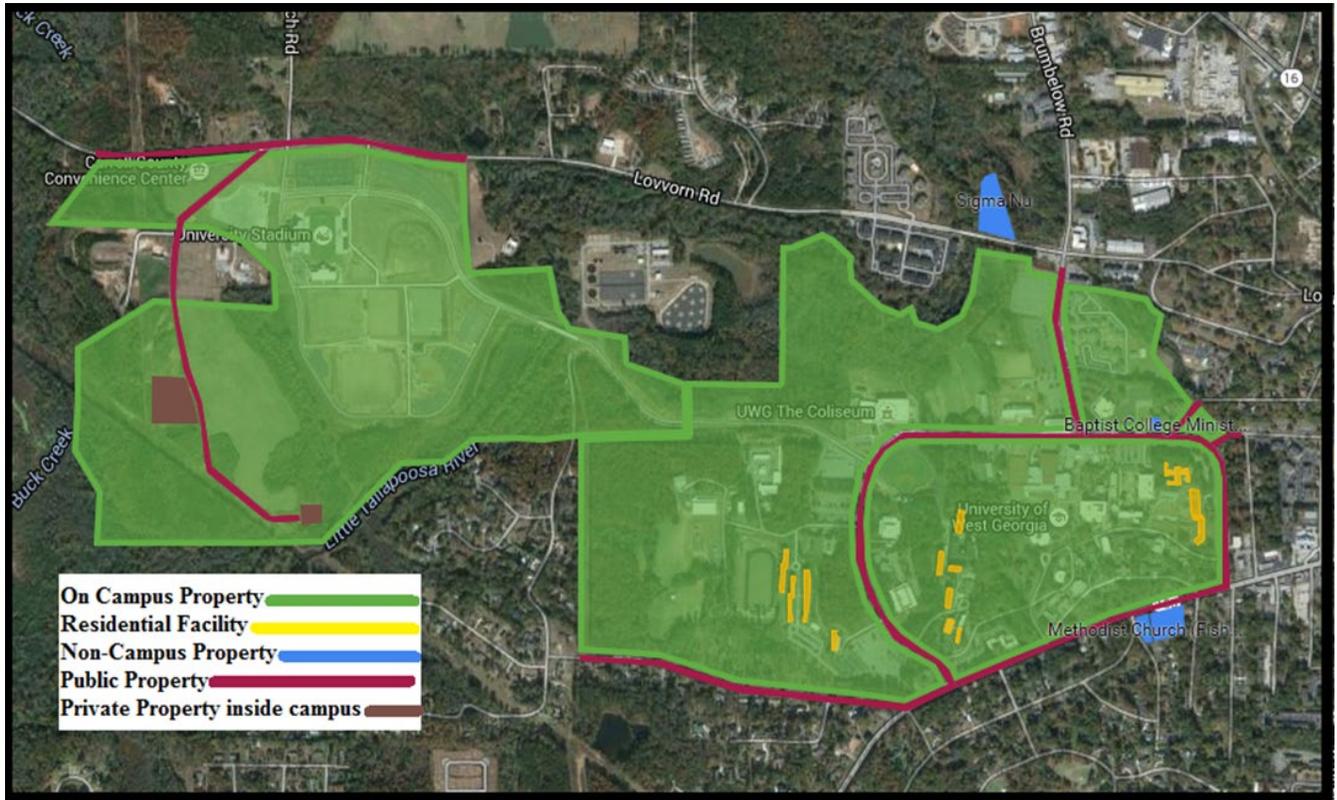
#### NEWNAN CAMPUS

- Jackson Street between Clark Street and Cavender Street
- Cavender Street between Jackson Street and the North West entrance to UWG Newnan Parking
- Carmichael Street between Clark Street and the entrance into the Lee King Pharmacy
- Clark Street between Jackson Street and Carmichael Street
- Property belonging to the McRitchie-Hollis Museum (74 Jackson Street, Newnan GA 30263), which is directly adjacent to and commonly used by students.



CLERY GEOGRAPHY MAPS

CARROLLTON CAMPUS CLERY GEOGRAPHY MAP



79 & 85 Tyus-Carrollton Rd.



2715 Tyus-Carrollton Rd.

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.

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#### 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**

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#### 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.

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#### 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.

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#### 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
<b>Murder and Non-negligent Manslaughter</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>Negligent Manslaughter</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>Rape</b>					
2017	7	7	1	0	0
2018	4	4	0	0	0
2019	3	3	0	0	1
<b>Fondling</b>					
2017	1	1	0	0	0
2018	0	2	0	0	0
2019	1	1	0	0	0
<b>Incest</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0

Offense	*Residential Facility	On-Campus	Non-campus Building or Property	Public Property	Unfounded
<b>Statutory Rape</b>					
2017	0	0	0	0	0
2018	0	0	0	0	0
2019	0	0	0	0	0
<b>Robbery</b>					
2017	0	0	0	0	0
2018	1	1	0	0	0
2019	0	1	0	0	1
<b>Aggravated Assault</b>					
2017	0	0	0	0	0
2018	1	3	1	0	0
2019	1	1	0	0	0
<b>Burglary</b>					
2017	16	26	0	0	0
2018	4	9	0	0	0
2019	10	13	0	0	0
<b>Motor Vehicle Theft</b>					
2017	0	1	0	0	0
2018	0	7	0	0	0
2019	0	0	0	0	0
<b>Arson</b>					
2017	1	1	0	0	0
2018	0	2	0	0	0
2019	0	1	0	0	0
<b>VAWA Statistics</b>					

Offense	*Residential Facility	On-Campus	Non-campus Building or Property	Public Property	Unfounded
<b>Dating Violence</b>					
2017	7	10	0	0	0
2018	4	4	0	0	0
2019	9	13	0	0	0
<b>Domestic Violence</b>					
2017	1	3	0	0	0
2018	0	1	0	0	0
2019	1	3	0	0	0
<b>Stalking</b>					
2017	5	12	0	0	0
2018	9	21	0	0	0
2019	4	17	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	
	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
<b>Liquor Law Violations</b>								
2017	11	28	27	33	0	0	11	1
2018	14	23	18	23	1	0	1	2
2019	5	29	5	30	1	0	1	0

Offense	*Residential Facility		On-Campus		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
<b>Drug Abuse Violations</b>								
2017	31	25	53	28	0	0	15	0
2018	44	70	60	71	0	0	10	2
2019	24	24	33	26	1	0	13	2
<b>Illegal Weapons Possession</b>								
2017	0	0	4	1	0	0	0	0
2018	4	0	4	0	1	0	0	0
2019	0	3	1	3	1	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 2017, 2018, & 2019 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
<b>Murder and Non-negligent Manslaughter</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Negligent Manslaughter</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Rape</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Fondling</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Incest</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Statutory Rape</b>				

Offense	On Campus	Non-campus Building or Property	Public Property	Unfounded
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Robbery</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Aggravated Assault</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Burglary</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Motor Vehicle Theft</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Arson</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>VAWA Statistics</b>				
<b>Dating Violence</b>				

Offense	On Campus	Non-campus Building or Property	Public Property	Unfounded
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Domestic Violence</b>				
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0
<b>Stalking</b>				
2017	0	0	0	0
2018	1	0	0	0
2019	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	
	Arrest	Referral	Arrest	Referral	Arrest	Referral
<b>Liquor Law Violations</b>						
2017	0	0	0	0	0	0
2018	0	0	0	0	0	0
2019	0	0	0	0	1	0
<b>Drug Abuse Violations</b>						
	Arrest	Referral	Arrest	Referral	Arrest	Referral

Offense	On-Campus		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral
2017	0	0	0	0	0	0
2018	0	0	0	0	0	0
2019	0	0	0	0	0	0
<b>Illegal Weapons Possession</b>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2017	0	0	0	0	0	0
2018	0	0	0	0	0	0
2019	0	0	0	0	1	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 2017, 2018, & 2019 reporting years there were no crimes committed that fall 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

The University of West Georgia provides housing to approximately 3300 students in 13 residence halls and 18 fraternity and sorority houses.

### 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
Gunn Hall	X			X	X	X	2
Strozier Hall	X			X	X	X	2
Strozier Annex	X			X	X	X	2
Tyus Hall	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.

HRL, in alignment with GA120-3-3, the Life Safety Code, the Governor’s Executive Order (gatherings), and the CDC guidance on social distancing, recommends the following practice be put in place for Fire Alarm Drills this Fall 2020.

### **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. See Fall 2020 Fire Drill Schedule.
- 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. (Based on the Fall 2020 schedule, the deadline is Monday, August 31st).

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 678-839-6277. 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 four 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 Police Department posts a running Fire Fog combined with their Daily Crime Log on their web site. The Annual Security Report will show all of the fires in residence halls that have been reported for the current calendar year.

## Carrollton Campus 2017 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						
Arbor View B 106 Shackleford Dr	1	1	Accidental: Cooking	0	0	\$0-99
Arbor View C 107 Shackleford Dr						
Bowdon Hall 112 West Ga Dr						
Center Pointe Suites 116 East Roberts Dr						
Greek Village Complex 130 University Dr						
Gunn Hall 104 Back Campus Dr						
Strozier Annex 106 West Roberts Dr						
The Oaks 108 West Georgia Dr						
Tyus Hall 409 West Georgia Dr						
University Suites 1 115 East Roberts Dr						
University Suites 2 113 West Roberts Dr	1	1	Arson – Unknown person lit paper towel on fire in a stairwell	0	0	\$0-99
University Suites 3 109 West Roberts Dr						
Watson Hall 105 Aycock Dr						

## Carrollton Campus 2018 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	0					
Arbor View C 107 Shackleford Dr	0					
Bowdon Hall 112 West Ga Dr	0					
Center Pointe Suites 116 East Roberts Dr	0					
Greek Village Complex 130 University Dr	0					
Gunn Hall 104 Back Campus Dr	0					
Strozier Annex 106 West Roberts Dr	0					
The Oaks 108 West Georgia Dr	0					
Tyus Hall 409 West Georgia Dr	1	1	Accidental: Dumpster Fire caused by hot coals	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					
Watson Hall 105 Aycock Dr	0					

## Carrollton Campus 2019 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	0					
Arbor View C 107 Shackleford Dr	0					
Bowdon Hall 112 West Ga Dr	0					
Center Pointe Suites 116 East Roberts Dr	0					
Greek Village Complex 130 University Dr	0					
Gunn Hall 104 Back Campus Dr	0					
Strozier Annex 106 West Roberts Dr	0					
The Oaks 108 West Georgia Dr	0					
Tyus Hall 409 West Georgia Dr	1	1	Accidental: Cigarette thrown into trash chute	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					
Watson Hall 105 Aycock Dr	0					

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*The UWG Newnan Campus does not have any Residential Facilities.*

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