

Annual Security & Fire Safety Report

University of West Georgia Police

October 2018



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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 environment conducive to the goals of education and research. Although reported crime at West Georgia is relatively low, it is important for students 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 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 an effective 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 day 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, are delivered in several ways. It is published in our Crime Statistics and Crime Logs, which appears 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.

I encourage all students, faculty, staff and visitors to be aware of the resources offered from 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 this website, you will be helping us to help you in the pursuit of a safe campus. Feel free to contact me with questions or suggestions.

Tom Saccenti
Chief of Police
University of West Georgia

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. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Non-compliant institutions may be fined up to \$27,500 by the U.S. Department of Education. Non-compliance institutions may face other sanctions and individuals could be held criminally accountable as well. 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. In maintaining compliance with the 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).

How to Report a Crime

Overview

One of the most important actions a person can take to prevent future crime is to report crimes when they occur. When a person completes a criminal act and is not caught, they will likely attempt to commit future crimes. Even if you do not wish to pursue the case, the University Police Department needs to know about the incident so that corrective action can be taken if possible. The University encourages all faculty, staff, and students to report to the University Police Department anytime they are a victim of a crime or see a crime being committed.

The Report Process

Carrollton Campus-

When you are a victim or witness to a crime, call the University Police Department at **678-839-6000**. The UPD is an accredited police department that operates 24hrs a day, 7 days a week year round. The UPD communications center will dispatch an officer to your location or give you instructions on how to proceed. Once the report is completed, the incident may be assigned to an investigator depending on the nature of the crime. Investigators work closely with victims in an attempt to solve the case and locate the responsible suspect(s). If successful, the investigator will prosecute the case in either state court (misdemeanor) or superior court (felony). In addition to prosecuting the case in the courts, the

victim has the right to have the case referred to the University discipline system. This may be concurrent or in lieu of criminal prosecution. An investigator or officer with UPD will assist the victim of crime by answering questions they may have about the process.

Newnan Campus- The Newnan Campus hours of operation vary with the schedule of classes that are held there each semester. Generally, the Newnan campus opens at 8am and closes after the last class of the evening. This can sometimes be as late as 11pm. The University Police Department has a sworn officer present at the Newnan campus each day classes are going on. To report a crime occurring on the Newnan campus you may follow the same process as outlined above by calling **678-839-6000**. The communications center has radio contact with UPD officers while they are present at the Newnan campus. In the event the crime being reported occurs at a time when UPD officers are not present, the communications center may give the victim further instructions and/or put them in contact with the Newnan Police Department. UPD and the Newnan Police have a memo of understanding as it pertains to law enforcement presence at the Newnan campus. Students may also ask the Newnan campus faculty or staff for assistance in contacting UPD to report crimes.

Emergency Notifications and Timely Warnings

In the event that a situation arises on or off campus that in the judgment of the Chief of the University Police constitutes an imminent threat that requires immediate action, a campus wide emergency warning will be issued. The warning will be issued through the University's emergency broadcast system to all students, faculty and staff. The emergency notification will include information on the type of threat, location of threat, and instructions on what to do.

In the event of a criminal incident that threatens the safety of the campus community, a timely warning will be issued. The incident could be an immediate threat such as an armed robbery that has just occurred and the perpetrator is still on campus. However, a timely warning could also be issued if information is received that could prevent someone from becoming a victim. An example is if there have been several rapes in a specific section of the city, a warning may be given so a student can make an informed decision about going into that area. All warnings are sent to the Student Government Association, The West Georgian (campus newspaper), University Television and Wolf Radio – the University's internet radio.

The University Police are responsible for initiating the emergency broadcasts. The Department utilize a network of technologies consisting of outdoor public address systems and internet based broadcast messaging service (Phone, Text, Email, and Cell Phone).

The University of West Georgia employs multiple means to emergency situations to the campus community. These include:

Campus Warning Sirens: There are two sirens located on campus. One is on the east side of campus and the other on the west. The sirens have public address capability so in the event of an emergency, once the siren has sounded, a recorded message stating what the condition is will be broadcast. The PA system can also be activated independent of the siren if necessary.

Electronic Emergency Notification: The University has contracted with a vendor to supply emergency information to faculty, staff and students by phone, text or push notification. The system is called

LiveSafe and all members of the campus community are encouraged to register for this free service. To register for LiveSafe, go to www.westga.edu/livesafe . Follow the instructions on how to download the application. Note: These messages are sent only to registered users via text or push and are used for official University of West Georgia alerts, even if you rely on other news providers in the community, the LiveSafe app and public address systems will be utilized.

Other Means of Communication: Depending on the need, the University may utilize other means of communication to provide the community with information necessary to keep the campus safe. These methods could include the use of University Television, Wolf Internet Radio, The West Georgian (student newspaper) and handbills. The department of University Communications and Marketing is also contacted to disseminate information to the Carrollton community at large. When necessary, this is done utilizing local radio and news print.

In the event there is a dangerous situation in which the campus must be evacuated, the Chief of Police in consultation with the UWG Emergency Manager and Carroll County EMA will make that determination. Outside assistance will be requested, and first responders will be utilized to facilitate the evacuation. The campus emergency response plan outlines these procedures.

How We Collect and Publish Our Crime Statistics

The UWG Police Department Administrative Division prepares the Annual Security Report. The full text of this report can be located on our web site at www.westga.edu/police. 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 to access this report. Copies of the report may also be obtained at the University Police Department located at Row Hall – East Wing or by calling 678-839-6252.

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.

Campus Security Authorities

“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.

All CSAs are not specifically named below, but the following is a list of preferred CSAs at UWG.

List of Preferred Campus Security Authorities

Name	Department	Contact #	Email Address	Office Location
All University Police Personnel	UWG Police	678-839-6000	uwgconfidential@westga.edu	Row Hall/Aycock Hall
Dr. Kyle Marrero	President of UWG	678-839-6442	kmarrero@westga.edu	Sanford Hall
Claudia Lyerly	Human Resources	678-839-2981	clyerly@westga.edu	Aycock Hall
Dr. Scot Lingrell	Student Affairs & Enrollment Management	678-839-6423	slingrel@westga.edu	Campus Center
AnneMarie Reed	Community Standards	678-839-2466	areed@westga.edu	Strozier Hall
Dr. Xavier Whitaker	Student Life & Dean of Students	678-839-6423	xwhitake@westga.edu	Campus Center
Chris Geiger	Center for Student Involvement	678-839-6526	cgeiger@westga.edu	Campus Center
Stephen Whitlock	Housing & Residence Life	678-839-6426	swhitloc@westga.edu	East Commons
Richard Adams	Housing & Residence Life	678-839-6426	radams@westga.edu	East Commons
Miguel Aguado	Housing & Residence Life	678-839-6426	maguado@westga.edu	East Commons
David Askew	Housing & Residence Life	678-839-6426	daskew@westga.edu	East Commons
Jovan Jinks	Housing & Residence Life	678-839-6426	hrl-jjinks1@westga.edu	East Commons
Andy Adler	Housing & Residence Life	678-839-6426	hrl-aadler1@westga.edu	East Commons
Amber Clark	Housing & Residence Life	678-839-6426	hrl-aclark33@westga.edu	East Commons

Name	Department	Contact #	Email Address	Office Location
Bethany Karnowski	Housing & Residence Life	678-839-6426	hrl-bkarnow1@westga.edu	East Commons
Nelli Saxon	Housing & Residence Life	678-839-6426	hrl-jsaxon1@westga.edu	East Commons
Elizabeth Wilson	Housing & Residence Life	678-839-6426	bwilson@westga.edu	East Commons
Nathaniel Flory	Housing & Residence Life	678-839-6426	hrl-nflory1@westga.edu	East Commons
Basia Wilas	Housing & Residence Life	678-839-6426	bwilas@westga.edu	East Commons
Quin Roberts	Housing & Residence Life	678-839-6426	qroberts@westga.edu	East Commons
Jason Bretch	Housing & Residence Life	678-839-6426	jbretch@westga.edu	East Commons
Tamara Elliot	Housing & Residence Life	678-839-6426	telliott@westga.edu	East Commons
Hailey Macke	Housing & Residence Life	678-839-6426	hmacke@westga.edu	East Commons
Cassidy Nelson	Housing & Residence Life	678-839-6426	cassidy@westga.edu	East Commons
Andy Russell	Housing & Residence Life	678-839-6426	arussell@westga.edu	East Commons
Sam Abney	Housing & Residence Life	678-839-6426	hrl-sabney1@westga.edu	East Commons
Jamille Howard	Housing & Residence Life	678-839-6426	Hrl-jhowar25@westga.edu	East Commons
Alexandria Richard	Housing & Residence Life	678-839-6426	Hrl-aricha24@westga.edu	East Commons
Joshua Scroggins	Housing & Residence Life	678-839-6426	Hrl-jscrogg4@westga.edu	East Commons
Susan Wood	Housing & Residence Life	678-839-6426	Hrl-swood14@westga.edu	East Commons
Dr. Faye McIntyre	Richards College of Business	678-839-6467	fmccintyr@westga.edu	Adamson Hall
Dr. N. Jane McCandless	College of Social Sciences	678-839-5170	jmccandl@westga.edu	Pafford Hall
Dr. Diane Hoff	College of Education	678-839-6570	dhoff@westga.edu	Education Center
Dr. Jenny Schuessler	School of Nursing	678-839-5640	jschuess@westga.edu	Nursing Building
Dr. Janet Donohoe	Honors College	678-839-4763	jdonohoe@westga.edu	Honors College
Dr. Robert Heaberlin	Newnan Center	678-839-2313	rhealberl@westga.edu	Newnan Center
Angie Bradley	Health Services	678-839-6452	abradley@westga.edu	Health Services
Michael Poss	Health Services	678-839-6452	mposs@westga.edu	Health Services
Jill Hendricks	Patient Advocate	678-839-0641	jillhend@westga.edu	Health Services
Corey Hindman	Patient Advocate	678-839-6452	chindman@westga.edu	Health Services
Jamie Gaddy	Patient Advocate	678-839-6452	jgaddy@westga.edu	Health Services
Ron King	Health Educator	678-839-4164	rking@westga.edu	Row Hall

Name	Department	Contact #	Email Address	Office Location
Daryl Dickey	Athletic Director	678-839-6534	ddickey@westga.edu	Athletic Office Building
Laura Clayton	Director of Compliance	678-839-3964	lclayton@westga.edu	Athletic Office Building

Anonymous Reporting of Crime

Crimes may be reported anonymously to the University Police if a victim so chooses. Without a victim prosecution is not possible under the law. 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. 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.

Anonymous reports can be filed in several ways.

- Come to the University Police and report the crime to an officer. Ask the officer to file the report as being reported anonymously.
- Report the crime on uwgpoliceconfidential@westga.edu
- Go to the UWG Police Web Site and print off the [Anonymous Crime Report Form](#), fill it out and mail to the UWG Police Department. The address is on the web site.
- Contact a University official and ask that he or she report the crime for you. The official can utilize the Anonymous Crime Report Form available listed above and mail it to the University Police Department.

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, employees, contractors, guests and invitees. 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 a card access system 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. Persons wanting to enter a building after-hours must have approved card access and use University-issued swipe cards or contact UWG Police to gain entry. 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 Hall Access

Residence halls are managed the Department of Housing and Residence Life. HRL provides operational oversight for key distribution and management while the housekeeping and facility maintenance is maintained by the UWG Department of Facilities and Planning. UWG Police in conjunction with HRL provides oversight for emergency and crisis response, as well as safety and security programming. The locking mechanisms in the residential communities vary based on the design of the facility.

Carrollton Campus only (Newnan Campus has no residence halls)

Arbor View Apartments (Buildings A, B, C)

-Exterior doors are controlled through an electronic door access system. 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 electronic door access systems.

Gunn Hall

-Exterior doors are controlled through an electronic door access system. Individual rooms are controlled through traditional lock and key systems.

Strozier Complex

-Exterior doors are controlled through an electronic door access system. Individual rooms are controlled through traditional lock and key systems.

Center Pointe Suites

-Exterior doors as well as individual rooms are controlled through electronic door access systems.

The Oaks

-Exterior doors as well as individual rooms are controlled through electronic door access systems.

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 an electronic door access system. Each exterior apartment door to the corridor is traditional lock and key as well as the door to individual bedrooms.

Greek Village

- Exterior doors are controlled through an electronic door access system. Individual rooms are controlled through traditional lock and key systems.

Other community areas are staffed by ResStar in evening hours. Residence Life staff members are on duty 24 hours a day, seven days a week to respond to student needs. The UWG Police Department is on-call 24hrs a day for emergency lock problems that may arise. Door-to-door solicitation and distribution of leaflets by individuals or organizations other than UWG Residence Life is prohibited. Delivery vendors are not granted facility access, and students are expected to meet those vendors at the exterior entrances to receive order items.

Special Considerations for Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UWG Police regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the University community are helpful when they report equipment problems to University Police or to Facilities Management. The 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, responds to security issues by un-propping doors and responding to security-related calls.

About the University of West Georgia Police

The University of West Georgia Police Department is part of the Division of Business and Finance and reports to the Senior Vice President for Business and Finance. The department was organized for the purpose of providing 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 when the parking and transportation services were transferred to another department.

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. **"WE NEVER CLOSE!"** Each officer and employee is responsible for accomplishing the department mission through performance demonstrating excellence in professional law enforcement and safety services. 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, controlled by the Board of Regents within the State of 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 Georgia Law 35-88. All officers are required to successfully complete a Peace Officer Standards and Training (POST) certified academy prior to performing duties in a law enforcement capacity. On March 20, 2014 the University of West Georgia Police Department was awarded certification by the Georgia Association Chiefs of Police (GACP) State Certification Program. UPD is one of six GACP Certified police agencies in the Board of Regents 32 Universities & Colleges throughout the state. In the Fall of 2016 the University of West Georgia Police Department was awarded national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Since the University falls under the authority of the University System of Georgia, University Police officers have arrest authority on the campuses of the other 28 institutions within the system. Certified officers from those institutions may exercise their arrest powers on the UWG campus as well. The University Police Department has a Memo 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. Crimes Involving Student Organizations at Off-Campus Locations are handled by the local police of that 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 so that appropriate action can be taken in a timely manner. This includes the reporting of crime by others when the victim is unable to report for any reason.

The University of West Georgia Police Department is organized into three divisions; the Uniform Patrol Division, Criminal Investigative Division, and the Administrative Division. Each division performs separate and distinct activities which are interrelated. Supervisors of each of the three components report to the Deputy Chief of Police.

Education Programs Provided by UWG

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. Throughout the year officers were invited to present campus safety topics to approximately 250 students in the first year experience classes. A presentation & safety booth is done for all orientations and preview days resulting in approximately 2000-3000 students and parents for the year. Chief Saccenti & Deputy Chief Watson made about 4 presentations reaching about 100 faculty & staff on active shooters on campus. MPO Garner also gave instruction to approximately 100 people on CRASE (Citizen Response to Active Shooter Event). Deputy Chief Watson conducted several legal update presentations to approximately 700 faculty, staff & students during the summer & fall of 2017 regarding the campus carry legislation that went into effect July 1, 2017. This included the annual general faculty meeting held before fall 2017-18 school term. Other data compiled from sources on campus indicate:

- 44 **alcohol** classes taught
- 31 **marijuana** classes taught
- 16 **sexual assault** classes taught
- 34 **sexual health** classes taught

A brief description of the various ongoing Health Education Programs are:

Primary Prevention Programs:

Wellness Expo - an event for students to learn about the college and local resources available to assist in developing their holistic health.

Counseling Center “stress less” – a coloboration event with the counseling center

“Watch How You Post” -tabling event provided students with education about alcohol, drugs, sexual health, nutrition, sexual assault prevention and more in order to receive a free shirt.

HIV screening - an event where students are able to get free testing and resources.

Let’s Talk About Sex – (RX Committee) students ask questions to a group of experts.

Awareness Programs:

Clothesline Project -is a program that brings awareness about violence against women by providing a space for students to express their emotions and encouragement by decorating a shirt.

Build a Bracelet- an event where students created bracelets to represent support for victims affected by domestic violence.

A.R.T.- game show a program where students are involved in a game show where the questions are centered around alcohol.

Take Back the Night -march and rally allowed students to unit and stand against sexual, relationship, and domestic violence of all forms.

Some of the programs listed above included aspects of **Bystander Intervention** training. They give safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. **Risk Reduction** options are given which are designed to decrease perpetration and bystander inaction. Other programs put on for the campus community in 2015 included:

Think Fast Trivia - game show a program where students are involved in a game show where the questions are centered on alcohol.

Arrive Alive - a safety demonstration to remind students about the dangers of drinking and driving.

Drunk Obstacle Course -an obstacle course completed with drunk googles to demonstrate the effects and impairment alcohol can have on a person.

TIPS trainings -for the University of West Georgia Greek’s consisting of educating them on intervention strategies as it relates to alcohol.

Sexual Health – (Campus wide condom Bingo)

Healthy Relationships/Culture of Consent-National recognized speakers talking about the Consent Culture and how we can contribute to the bringing awareness

National Eating Disorders Awareness Week -consisted of a collaborative effort between Health Education and the Counseling Center to provide support and education on the importance of loving one self.

Random Acts of Kindness Week - (+ Counseling & SGA)

Polished Person Campaign - is a campaign to show support and solidarity to end sexual violence.

UWG Policies Governing 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 annually 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.

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. The university's complete alcoholic beverage policy is available at: www.westga.edu/health/index_4659.php

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. Refer to the employee handbook for further information at:
www.westga.edu/hr/assets/hrpay/docs/employee-handbook-2015.pdf

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 . 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. If you do not wish to be identified, e-mail uwgpolicyconfidential@westga.edu. 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 . There is information regarding the Tanner Employee Assistance Program. To refer an employee by phone dial 770-834-8327.

Weapons

Policy

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. OCGA 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 OCGA § 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 weapons carry license obtained in accordance with OCGA § 16-11-129 or pursuant to OCGA § 43-38-10 may keep a weapon within a vehicle in transit or parked within the campus property. Please be aware that a permit to carry belongs to an individual and does not automatically extend to persons authorized to operate a vehicle. If the license holder is not present with the vehicle to be used on campus, make arrangements to remove any weapon from the vehicle prior to entering the campus, or to secure the weapon in a locked compartment, container, or firearm rack, before operating the vehicle on campus.
3. A weapon may be kept in a motor vehicle used by an adult over the age of 21, for the purpose of dropping a student off to, or picking up from, a campus location, a University sponsored function, or a University form of transportation, provided the weapon is under the license holder's possession and control, or otherwise in a locked compartment, container, or firearm rack of the vehicle. This exception could also apply to non-University activities conducted on the campus if the activity has been authorized by a duly authorized official at the University. This exception is intended to allow the presence of weapons in a motor vehicle which is on campus for a short duration and for a specific purpose (i.e., dropping off or picking up a student), and therefore this exception DOES NOT apply to any student of the University; a student must be over the age of 21, must possess a valid weapons carry license and may only keep a weapon inside a parked vehicle on campus or while transiting through campus in a motor vehicle.

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 weapons carry license subjects the violator to a misdemeanor. Violations of the law by any person without a valid weapons 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

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 as well as the resources available to those victims. Though the number of stranger to stranger sexual assaults are very low on campus, we experience a number of acquaintance rapes each year. Based on survey data, we also believe there are many assaults that go unreported and the victim chooses to deal with the aftermath by ignoring or suppressing the incident. The University encourages all victims of sexual assault to utilize the resources available to them. We also encourage everyone in the campus community to become involved in stopping sexual assault 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.
- If you become aware of a person who is a victim of sexual assault, be supportive and encourage that person to seek assistance from campus or off-campus resources.
- If we work together to end sexual assault, we can truly make our University "the best place to work, learn, and succeed!"

Rights of Victims of Sexual Assaults

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 assaults. In accordance with this position, the university has established a policy for students, employees, and others who may become victims of such assaults on its campuses. Victims are entitled to the following rights:

- To have sexual assaults treated with seriousness.
- To be treated with dignity.
- To have sexual assaults 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 criminal sexual assaults 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.
- 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 assaults shall be granted the privileges afforded all organizations registered on campus.

Victims of sexual assault 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 (Call University Police if Health Services is closed and the Dispatcher will contact the on-call health provider)
- Counseling Services - 678-839-6428 (Call University Police if Counseling Services is closed and the Dispatcher will contact the on-call counselor)
- Carroll Rape Crisis Center 770-834-7273
- Title IX Coordinator – Claudia Lyerly 678-839-2981 (Business hours only)

If You Become a Victim

We hope that this never happens to you, but if it does be aware that the University is here to help you. If you become a victim there are some things you need to know:

Regardless of the circumstances surrounding the assault, remember that you are a victim and should not avoid 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 deal with the needs of assault victims. (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. We want what is best for you.
- 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 an exam and rape kit be completed so if you do decide to prosecute later, the evidence 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. We will not bully you in either direction.
- 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. Health Services will provide the exam and treatment, even if the assault occurred 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. The kit is given to the University Police who will secured it in the evidence room for up to two years. The kit will be transferred to the district attorney as part of the case if you choose to prosecute. This applies to both on-campus and off-campus assaults.
- The University Police will assist you in obtaining a protective order to keep your assailant away from you. We will serve the order and enforce it to the fullest extent of the law.

Health Services, located on Parker Drive across from Row Hall (678-839-6452) will assist with medical treatment and follow up as needed. By having a medical exam, the campus physician or nurse can check for internal injuries and exposure to disease and begin treatment immediately. Health Services has 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 the evidence needed for prosecution. If you are a victim, you can access services in the following manner:

- If a victim wishes to be seen during normal business hours (<http://www.westga.edu/health/>) enter Health Services and advise the receptionist of why you are there in a manner that is most comfortable for you. You may also ask to speak directly with a Patient Advocate who will speak with you in the Advocate's office.
- If the assault occurs after normal business hours, call the University Police (678-839-6000) who will contact the on-call S.A.N.E. The S.A.N.E.'s are available if the assault occurs on or off campus.
- Along with the S.A.N.E, a Patient Advocate (PA) will come in to assist. The patient advocate is a trained counselor who can address the immediate, emotional needs of a victim. The patient 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 a PA contacts them, the request to miss class is legitimate.
 - The PA 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 PA will coordinate with Housing if a residence hall room change is needed.
 - All services are provided free of charge and kept confidential.

The Counseling Center (678-839-6428) provides long term counseling services to victims of sexual assault. This applies to assaults that occur while attending the University as well as those that happened prior to coming to West Georgia. Their services are also free of charge to students and all information is considered confidential.

Housing and Residence Life located in East Commons (678-839-6426) will coordinate with the patient 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.

A Word on Confidentiality

Professional mental health providers such as the 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 assault has been reported. However, Georgia law provides that the Department will not publish the name or address of a victim of sexual assault.

How to Report a Sexual Assault

If you do become a victim of a sexual assault, 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.
- Tell the dispatcher that you have been sexually assaulted 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. 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 assault if that is where you are calling from. Do not eat, drink or take any medications until the police have arrived.
- 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, you will be transported to the 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 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 making contact with 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/>. To speak with the Conduct Specialist, call 678-839-2466.

Preventing Stranger-to-Stranger Assault

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

Sign up for Wolf Guardian. From your app store, download the Rave Guardian 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 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 circumstance where alcohol is being served, drink responsibly. National statistics show that the vast majority of women when sexual assaulted by a person she knows, both the victim and assailant had consumed sufficient alcohol to be considered drunk. If you remain sober, you are better prepared to perceive when a situation is getting dangerous 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. Just like the "designated driver", a designated "guardian angel" may prevent you from suffering the trauma associated with 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. If the person you're with appears to want to have sexual relations and you don't, tell the person in very clear terms that you are not interested. If he continues to press the issue, ask someone else to take you home or call for a cab.

If you feel uncomfortable with a person, 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 him.

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)

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 his vehicle if the friend doesn't know him.

Sex Offender Registration

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

Emergency Management on Campus

The Director for Emergency Management for UWG is Michael Nelson. Mr. Nelson is responsible for all emergency drills, exercises, and training that will be conducted on campus. This includes actual disaster drills as well as table-top drills.

The Daily Crime Log: Recording Crimes Reported to the Police

The purpose of the daily crime log is to record criminal incidents reported to the University Police.

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 accessed by clicking the Daily Crime Log icon on the main page of the University Police web page <https://www.westga.edu/police/crime-logs-and-warnings-map.php>

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.

Clery Reporting Geography

On Campus Property

Defined: *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 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 a food or other retail vendor).*

Carrollton Campus

1601 Maple Street, Carrollton GA 30118 (Main mailing address)

Building Name	Address
Adamson Hall	117 FRONT CAMPUS DR
Alpha Gamma Delta	130 UNIVERSITY DR
Alpha Phi Alpha	130 UNIVERSITY DR
Alpha Tau Omega	130 UNIVERSITY DR
Alpha Xi Delta	130 UNIVERSITY DR
Alumni House	1903 MAPLE ST
Anthropology Building	120 BACK CAMPUS DR
Arbor	114 BACK CAMPUS DR
Arbor View Building A	105 Shackelford Drive
Arbor View Building B	106 Shackelford Drive
Arbor View Building C	107 Shackelford Drive
Athletic Complex	1500 LOVVORN RD
Aycock Hall	103 AYCOCK DR
Baptist Collegiate Ministries	201 West Georgia Drive
Biology Main Building	125 East Roberts Drive
Bonner House	103 Front Campus Dr
Bonner Lecture Hall	208 West Georgia Drive
Bowdon Hall	112 West Georgia Drive
Boyd Hall	115 Back Campus Dr
BSU (Baptist Student Union)	201 West Georgia Drive
Bus Yard	203 Felix V. Cole Rd

Callaway Building	112 Back Campus Dr
Campus Center	302 West Georgia Drive
Campus Planning	110 Shackelford Dr
Carriage House	1815 Maple St
Center Pointe Suites	116 East Roberts Drive
Central Warehouse	110 Shackelford Dr
Chi Omega	130 University Dr
Cobb Hall	105 Front Campus Dr
Cole Baseball Field	124 East Roberts Drive
Coliseum	325 West Georgia Drive
Compost Pit	109 Felix V. Cole Rd
Computer Annex	111 Back Campus Dr
Adamson Hall	117 Front Campus Dr
Crider Lecture Hall	113 Back Campus Dr
Custodial	110 Shackelford Dr
Delta Chi	130 University Dr
Delta	130 University Dr
Dump	501 Felix V. Cole Rd
East Commons	107 Back Campus Dr
Ed Annex	402 West Georgia Drive
Ed Center	406 West Georgia Drive
Facilities	110 Shackelford Dr
Field 2	307 West Georgia Drive
Field 3	315 West Georgia Drive
Field 4	317 West Georgia Drive
Field 6 - Cole Baseball Field	124 West Roberts Drive
Field 7 - Track Field	109 Shackelford Dr
Field 9	201 Felix V. Cole Rd
Flag Pole	113 Front Campus Dr
Food Service (Z-6)	103 Shackelford Dr
Gas Sub-Station	306 West Georgia Drive
Gazebo - Love Valley	208 University Dr
Georgia Power Sub-Station	310 West Georgia Drive
Greek Village Community Center	130 University Dr
Greek Village Complex	130 University Dr
Greek Village Guest House	130 University Dr
Greenhouse	333 West Georgia Drive
Grounds Warehouse	329 West Georgia Drive
Grove Path	323 West Georgia Drive
Gunn Hall	104 Back Campus Dr
Greek Village Building 111	130 University Dr
Greek Village Building 112	130 University Dr
Greek Village Building 113	130 University Dr
Greek Village Building 116	130 University Dr

Health Services	103 Parker Dr
Honors House	1815 Maple St
Humanities	202 West Georgia Drive
Ingram Library	117 Back Campus Dr
Intramural Storage	303 West Georgia Drive
Kappa Alpha	130 University Dr
Kappa Delta	130 University Dr
Kappa Sigma	130 University Dr
Kennedy Chapel	101 Front Campus Dr
Landscaping & Grounds	110 Shackelford Dr
Lot # - 14	181 University Dr
Lot # - 55	111 University Dr
Lot # - 56	131 UNIVERSITY DR
Lot - Art Annex F/S	105 BACK CAMPUS DR
Lot - Band Field	335 West Georgia Drive
Lot - Bowdon Hall Parking	112 West Georgia Drive
Lot - Downs Hall Parking	108 West Georgia Drive
Lot - Ed Center F/S Lot	103 West Roberts Drive
Lot - Ed Center Student	405 West Georgia Drive
Lot - Facilities Parking	110 Shackelford Dr
Lot - Food Service Employee	105 Shackelford Dr
Lot - Foster/South Lot # 4	113 West Georgia Drive
Lot - Health Center Parking	103 PARKER DR
Lot - Humanities F/S	202 West Georgia Drive
Lot - Intramural/Geography	118 Back Campus Dr
Lot - Observatory 203	Felix V. Cole Rd
Lot - Row Hall West Lot	203 University Dr
Lot - Townsend Center F/S	111 Brumbelow Rd
Lot - Townsend Ctr Gated Lot	205 West Georgia Drive
Lot - Townsend Ctr Student	205 West Georgia Drive
Lot - Tyus Hall	407 West Georgia Drive
Lot - UCC F/S Parking	205 University Dr
Lot - Waring Lab/Track	112 Shackelford Dr
Lot - Watson Hall	105 Aycock Dr
Lot - Z-6	337 West Georgia Drive
Lot-Baseball East Lot	122 East Roberts Drive
Lot-Baseball West Lot	126 East Roberts Drive
Lot-Roberts Hall	116 East Roberts Drive
Lot-Strozier Annex Lot	104 West Roberts Drive
Love Valley	210 University Dr
Learning Resource Center	120 Back Campus Dr
Main Entrance	1701 Maple St
Mandeville Hall	119 Front Campus Dr
Martha Munro Hall	108 Parker Dr

Math/Physics (Boyd Building)	115 Back Campus Dr
Melson Hall	109 Front Campus Dr
Miller Hall	116 Back Campus Dr
Motor Pool (Facilities)	110 Shackelford Dr
Murphy Fieldhouse	316 West Georgia Drive
Murphy Storage	314 West Georgia Drive
Nursing Building	305 West Georgia Drive
Observatory	205 Felix V. Cole Rd
Old Auditorium	118 Back Campus Dr
Pafford Building	206 West Georgia Drive
Parker Hall	104 Parker Dr
Phi Mu	130 University Dr
Pi Kappa Phi	130 University Dr
Pi Kappa Alpha	130 University Dr
Publications & Printing	111 Back Campus Dr
Radio Station	120 Back Campus Dr
Row Hall	203 University Dr
Sanford Hall	121 Front Campus Dr
Social Sciences (Pafford Building)	206 West Georgia Drive
SRC - Student Recreation Center	313 West Georgia Drive
Strozier Annex (Res Hall)	106 West Roberts Drive
Strozier Hall	108 AYCOCK DR
Suite Center	110 East Roberts Drive
UWG Sub-Station	308 West Georgia Drive
Tau Kappa Epsilon	130 University Dr
Telephone Hut Sub-Station	109 West Roberts Drive
Tennis Courts	304 West Georgia Drive
The Oaks	108 West Georgia Drive
TLC - Technology Learning Center	210 West Georgia Drive
Townsend Center	205 West Georgia Drive
Townsend Center Storage	210 Felix V. Cole Rd
Track - Field 7	109 Shackelford Dr
Tyus Hall	409 West Georgia Drive
University Suites # 1	115 East Roberts Drive
University Suites # 2	113 West Roberts Drive
University Suites # 3	109 West Roberts Drive
University Bookstore	301 West Georgia Drive
University Community Center	206 University Dr
University Park	112 Parker Dr
UWG Design Studio	2003 Maple St
UWG Photo Studio	2003 Maple St
UWG Communications & Marketing	2003 Maple St
Visual Arts Studio	207 Felix V. Cole Rd

Warehouse	110 Shackelford Dr
Waring Lab	112 Shackelford Dr
Water Tower	309 West Georgia Drive
Watson Hall	105 Aycock Dr
Z-6	103 Shackelford Dr

Newnan Campus

80 Jackson Street, Newnan Georgia. There is one address for the whole campus.

Non-Campus Properties

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

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

Public Property

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

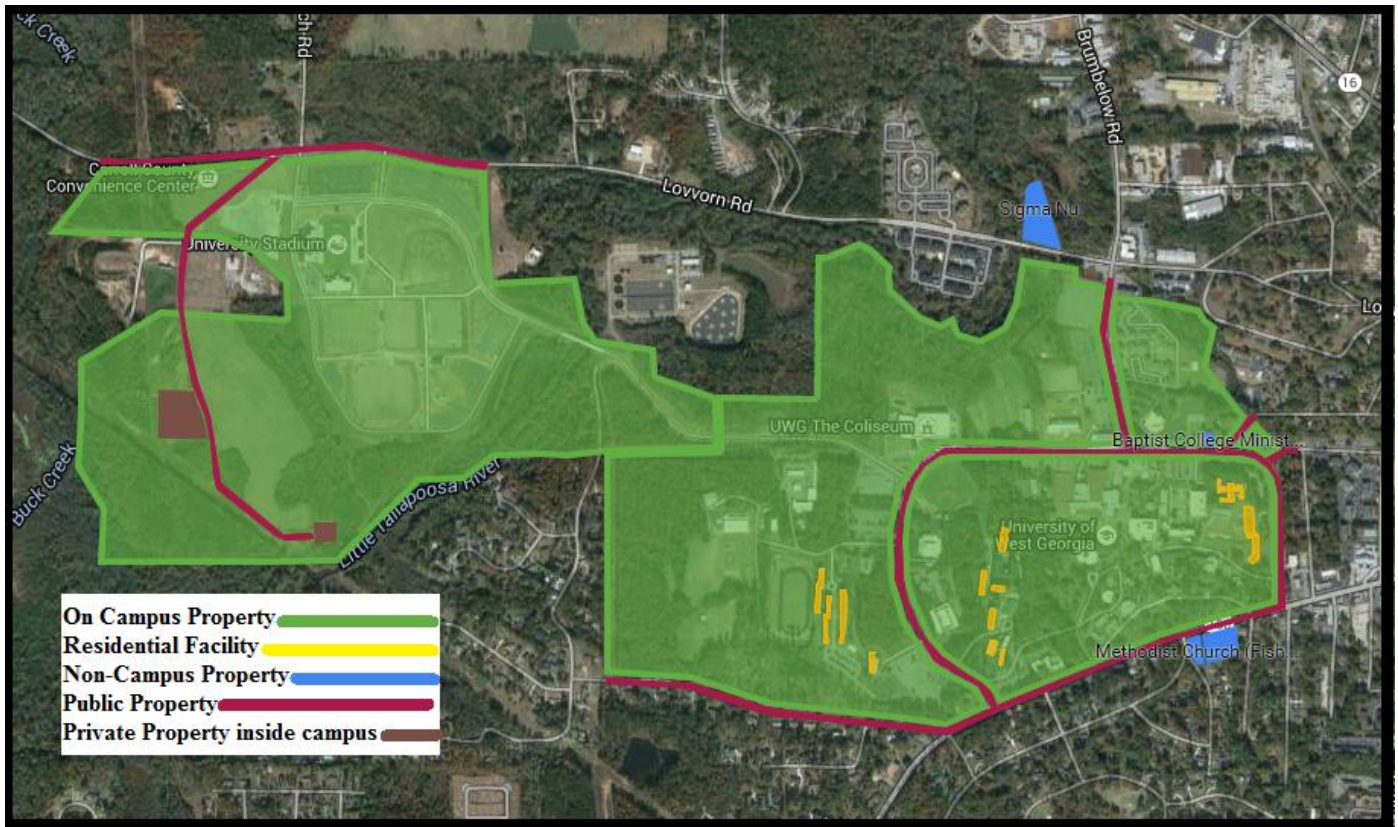
There are no public parking facilities that border the campus. The undeveloped property of the Carrollton campus back up to privately owned residential property.

***There are portions of undeveloped UWG property that backs up to city of Carrollton property, however those areas are not easily accessed or routinely used as thoroughfares by students so they do not meet the definition of “public property” for Clery purposes.**

Newnan Campus



Carrollton Campus



79 & 85 Tyus-Carrollton Rd.



2715 Tyus-Carrollton Rd.

Collecting Statistics: Classifying & Counting Clery Act Crimes

Clery Act Definitions-2016 Handbook

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Arson : Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Forcible Sex Offenses -Rape: A person commits the offense of rape when he has carnal knowledge of a female forcibly and against her will; or female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape (OCGA 16-6-1, 2014).

Forcible Sex Offenses -Fondling: Fondling occurs when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person also known as sexual battery (OCGA 16-6-22.1, 2014)

Non-forcible Sex Offenses -Statutory Rape: A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim (OCGA 16-6-3, 2014).

Non-forcible Sex Offenses -Incest: A person commits the offense of incest when such person engages in sexual intercourse or sodomy; as such term is defined in state law 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows:

- Father and child or stepchild;
- Mother and child or stepchild;
- Siblings of the whole blood or of the half-blood;
- Grandparent and grandchild;

- Aunt and niece or nephew; or 6) Uncle and niece or nephew.

Burglary: The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

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

Motor Vehicle Theft: The unlawful taking or attempted taking of a motor vehicle absent owners consent.

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification are: 1. the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; 2. maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug Law Violations: These are the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance and the arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- 1) The length of the relationship;
- 2) The type of relationship; and
- 3) The frequency of interaction between the persons involved in the relationship.

Domestic violence: A felony or misdemeanor crime of violence committed by—

- 1) A current or former spouse or intimate partner of the victim,
- 2) a person with whom the victim shares a child in common,
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 5) 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.

Stalking: According to O.C.G.A. 16-5-90, "A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person." The Handbook for Campus Safety defines stalking as, "*engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.*"

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

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

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

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 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 a food or other retail vendor).

Residential Facility: Under the *Clery Act*, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics. *First*, the total number of crimes that occurred on campus, **including** crimes that occurred in student housing facilities. *Second*, the number of crimes that occurred in on-campus student housing facilities as a subset of the total. For

purposes of the *Clery Act* any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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

On 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.

Arrest: For Clery Act purposes, arrest is defined as persons processed by arrest, citation or summons.

Referred for Disciplinary Action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Crime Statistics 2015-2017

University of West Georgia | Carrollton Campus

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
Murder and Non-negligent Manslaughter				
2015	0	0	0	0
2016	0	0	0	0
2017	0	0	0	0
Negligent Manslaughter				
2015	0	0	0	0
2016	0	0	0	0
2017	0	0	0	0
Forcible Sex Offense Rape				
2015	2	2	0	0
2016	12	12	0	0
2017	7	7	1	0
Forcible Sex Offense Fondling				
2015	1	1	0	0
2016	0	0	0	0
2017	1	1	0	0
Non-Forcible Sex Offense / Statutory Rape - Incest				
2015	0	0	0	0
2016	0	0	0	0
2017	0	0	0	0

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
Robbery				
2015	1	1	0	0
2016	0	0	0	0
2017	0	0	0	0
Aggravated Assault				
2015	1	0	0	0
2016	0	0	0	0
2017	0	0	0	0
Burglary				
2015	33	27	0	0
2016	9	7	0	0
2017	26	16	0	0
Motor Vehicle Theft				
2015	0	0	0	0
2016	2	0	0	0
2017	1	0	0	0
Arson				
2015	0	0	0	0
2016	1	0	0	0
2017	1	1	0	0
VAWA Statistics – Dating Violence				
2015	6	3	0	0
2016	9	8	0	0
2017	10	7	0	0

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
VAWA Statistics – Domestic Violence				
2015	0	0	0	0
2016	0	0	0	0
2017	3	1	0	0
VAWA Statistics – Stalking				
2015	11	4	0	0
2016	8	5	0	0
2017	12	5	0	0

Notes:

*Residential Facility is a sub-set of On Campus property.

Offense	On Campus		*Residential Facility		Non-campus Building or Property		Public Property	
Liquor Law Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2015	48	40	31	37	0	0	14	1
2016	12	22	3	19	0	0	5	0
2017	27	33	11	28	0	0	11	1
Drug Abuse Violations	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2015	37	49	26	26	0	0	28	2
2016	45	29	31	27	0	0	17	1
2017	53	28	31	25	0	0	15	0
Illegal Weapons Possession	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>	<i>Arrest</i>	<i>Referral</i>
2015	9	0	6	0	0	0	8	0

Offense	On Campus		*Residential Facility		Non-campus Building or Property		Public Property	
2016	1	0	0	0	0	0	0	0
2017	4	1	0	0	0	0	0	0

Notes:

*Residential Facility is a sub-set of On Campus property.

University of West Georgia – Carrollton Campus Hate Crimes

For the 2015, 2016, & 2017 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

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
Murder and Non-negligent Manslaughter				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Negligent Manslaughter				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Forcible Sex Offense Rape				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
Forcible Sex Offense Fondling				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Non-Forcible Sex Offense / Statutory Rape - Incest				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Robbery				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Aggravated Assault				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Burglary				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
Motor Vehicle Theft				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0

Offense	On Campus	*Residential Facility	Non-campus Building or Property	Public Property
Arson				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
VAWA Statistics – Dating Violence				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
VAWA Statistics – Domestic Violence				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0
VAWA Statistics – Stalking				
2015	0	N/A	0	0
2016	0	N/A	0	0
2017	0	N/A	0	0

Notes:

*UWG Newnan Campus has no residential facilities

University of West Georgia | Newnan Campus

Offense	On Campus		*Residential Facility		Non-campus Building or Property		Public Property	
	Arrest	Referral	Arrest	Referral	Arrest	Referral	Arrest	Referral
Liquor Law Violations								
2015	0	0	N/A	N/A	0	0	0	0
2016	0	0	N/A	N/A	0	0	0	0
2017	0	0	N/A	N/A	0	0	0	0
Drug Abuse Violations								
2015	0	0	N/A	N/A	0	0	0	0
2016	0	0	N/A	N/A	0	0	0	0
2017	0	0	N/A	N/A	0	0	0	0
Illegal Weapons Possession								
2015	0	0	N/A	N/A	0	0	0	0
2016	0	0	N/A	N/A	0	0	0	0
2017	0	0	N/A	N/A	0	0	0	0

Notes:

*UWG Newnan Campus has no residential facilities

University of West Georgia – Newnan Campus Hate Crimes

For the 2015, 2016, & 2017 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions.

Missing Students

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 a good faith effort to comply with the August 14, 2008 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) A form will be provided to each student by the Office of Housing and Residence Life at the beginning of Fall Semester. The form will be completed and return to the resident's Resident Adviser (RA). The RA will make a good faith effort to ensure that all residents have the opportunity to complete the form. Once the forms have been completed, they will be turned over to the Office of Housing and Residence Life where they will be placed in alphabetical order by residence hall. The forms will then be given to the Communications Center at the University of West Georgia Police Department.

Students moving into the halls in Spring Semester will be provided a form by his/her RA. The same procedures will be followed in the processing of the form as used during Fall semester.

- 3) Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number. Any update of information should the confidential contact person and/or number change. A

student may update information by filing a new form with the Office of the Housing and Residence Life.

Missing Person Procedures

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 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

Fire Safety Information

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

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 following buildings, in addition to the smoke detection system, ***are also equipped with a sprinkler system throughout the building.***

University Suites – 3 buildings
Center Pointe
All Houses in Greek Village

Arbor View Apartments – 3 buildings
The Oaks / Bowdon Hall

The following residence halls are equipped with the ***smoke detection system but not sprinkled.***

Strozier Hall Strozier Annex Tyus Hall Gunn Hall

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 Drills

A fire drill is conducted at each residence hall during the Fall and Spring Semester. 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.

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.

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.

The Fire Log

The University Police post a running fire log on their web site. The log will show all of the fires in residence halls that have been reported for the current calendar year. The log notes the following information:

- Location where the fire occurred
- Date and time the fire occurred
- Reason for the fire
- Injuries or deaths caused by the fire
- Cost to repair the damage caused by the fire
- Case number assigned to the fire

The fire log for the last three years are posted on the web site.

Fire Prevention Education

Fire prevention education programs for the resident halls and Greek Village can be provided by both the University Police (678-839-5280) and the Office of Risk Management (678-839-6277). The staff of the two offices can provide training on a range of topics and will work with individuals to craft a program that fits the needs of the individual hall.

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.

Carrollton Campus 2015-2017 Fire Statistics

Year	Nature of Fire	# of Injuries requiring medical treatment	# of Deaths due to fire	Value of Property Damaged/Destroyed
2015	Cooking fire-grease fire	0	0	\$350
2015	Groceries on top of stove	0	0	\$0
2015	Trash can fire	0	0	\$25
2015	Stove fire	0	0	\$0
2016	Vehicle fire	0	0	\$500
2017	Fire in trashcan	0	0	\$25
2017	Vehicle fire	0	0	\$500
2017	Cooking	0	0	\$25
2017	Grease fire	0	0	\$0

***There were no fires reported on the UWG Newnan Campus for 2015, 2016, 2017.**