



**ATLANTA
METROPOLITAN
STATE COLLEGE**

SPARK THE FLAME. BLAZE THE TRAIL.

Annual Security and Fire Safety Report

October 2025

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About Jeanne Clery Safety Act

In 1986, Jeanne Clery, a 19-year-old freshman at Lehigh University in Bethlehem, Pennsylvania, was sexually assaulted and murdered in her residence hall by a former student employed in the university's residential operations. Following this tragedy, Jeanne's parents, Connie and Howard Clery, discovered that Lehigh had failed to inform students about a significant number of serious crimes on and near campus, as well as unsafe practices such as unsecured residence hall doors.

Determined to prevent similar tragedies, the Clery family advocated for greater transparency and accountability in campus safety. Their efforts led to the passage of the Jeanne Clery Campus Safety Act—commonly known as the Clery Act. This federal law requires colleges and universities to disclose information about crime statistics, campus safety policies, and efforts to prevent and respond to criminal incidents. The U.S. Department of Education oversees compliance with the Act.

What is the Annual Security and Fire Safety Report?

The Annual Security and Fire Safety Report (ASFSR) for Atlanta Metropolitan State College is a comprehensive document that outlines the institution's safety and security policies, procedures, and related information in compliance with the Jeanne Clery Campus Safety Act.

This report is intended to inform students, faculty, staff, and the broader campus community about the college's efforts to provide a safe and secure environment. It includes detailed information on a variety of safety-related topics, including:

- How students and others should report crimes or other emergencies occurring on campus;
- Security of and access to campus facilities;
- Crime prevention information;
- Crime prevention programs;
- Campus law enforcement;
- Alcohol and other drugs;
- Violence Against Women Act (VAWA) crimes;
- Hate crimes;

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- Emergency Management;
- Fire safety; and
- Campus crime statistics.

Atlanta Metropolitan State College is committed to promoting a culture of safety, transparency, and preparedness for all members of its campus community.

The Annual Security and Fire Safety Report (ASFSR) must be published and made available to the campus community by October 1st of each year. At Atlanta Metropolitan State College, the ASFSR is made publicly accessible through the Department of Public Safety's webpage. Additionally, a direct link to the report is emailed to all students, prospective students, staff, prospective staff, faculty, prospective faculty to ensure wide dissemination and awareness.

Prospective students are notified of the availability of the Annual Security and Fire Safety Report (ASFSR) through an email sent during the application process for admission.

Prospective employees are informed of the availability of the Annual Security and Fire Safety Report (ASFSR) through a direct link included in the job application website page.

Upon request, individuals may obtain a printed copy of the Annual Security and Fire Safety Report (ASFSR) at no charge. The Public Safety Department is located in the Administration Building, Room 600, 1st Floor. Alternatively, copies can be requested by calling (678) 466-4050 or by emailing the AMSC Clery Coordinator at clerycoordinator@atlm.edu.

This report contains essential information regarding campus safety at Atlanta Metropolitan State College. We encourage you to carefully review the content to help you make informed decisions and take the necessary steps to ensure your personal safety while on campus.

If you have any questions about the information presented within this report, please reach out to the Clery Coordinator, Keawana Bostick. Keawana Bostick may be reached via email at clerycoordinator@atlm.edu.

The policies outlined in this Annual Security and Fire Safety Report (ASFSR) apply to all locations of Atlanta Metropolitan State College.

How to Report a Crime

Atlanta Metropolitan State College (AMSC) contracts with the Clayton State University Police Department for its police services. Crimes may be reported to the Department of

Public Safety at (678) 466-4050, local law enforcement by dialing 911, or to a Campus Security Authority (CSA). Additionally, crimes can be reported in person at the Campus Safety Department, located in the Administration Building, Room 600, 1st Floor.

While successful prosecution typically requires the involvement of a victim, the information provided is still valuable to both law enforcement and the broader campus community.

Atlanta Metropolitan State College (AMSC) encourages the prompt reporting of crimes or other emergencies to the AMSC Police Department and/or appropriate police agencies, when the victim of a crime elects to or is unable to make such report. The information will be included in the Annual Security and Fire Safety Report and may be used by crime prevention personnel to assess campus safety and identify potential changes to prevent future incidents. Additionally, investigators working on other cases may find the information helpful in solving ongoing investigations while still trying maintain the confidentiality of the victim.

Atlanta Metropolitan State College (AMSC) does not have a policy that allows for the voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics. Additionally, AMSC does not have a policy or procedures that encourage pastoral or professional counselors, at their professional discretion, to inform individuals they are counseling about the option to report crimes on a voluntary, confidential basis for inclusion in crime statistics.

Pastoral or Professional Counselors are defined as:

Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Anonymous Reports

Atlanta Metropolitan State College (AMSC) recognizes that individuals may wish to remain anonymous when reporting a crime. To accommodate this, AMSC provides several

methods for reporting incidents confidentially, ensuring that individuals can share information while maintaining their privacy.

Confidential reports can be filed in several ways:

- Contact the Department of Public Safety by calling 678-466-4050 and report the crime to an officer or public safety official. Be sure to request to remain anonymous.
- Reach out to a college official who is a Campus Security Authority (CSA) and request that they report the crime on your behalf.
- Submit the information via the **CampusShield app**, available at <https://www.atlm.edu/administration/public-safety.aspx>.
- Campus Security Authorities may also use the Campus Security Authority Disclosure Form, which can be accessed at <https://www.atlm.edu/downloads/CSA-Crime-Reporting-form.pdf>.

Atlanta Metropolitan State College is committed to protecting the confidentiality of victims and other involved parties, including:

- Completing all publicly available record-keeping, including Clery Act reporting and disclosures, without including identifying information about the victim.
- Maintaining confidentiality of any accommodations or protective measures provided to the victim, to the extent that doing so does not impede the institution's ability to offer such accommodations or measures.

AMSC does not currently have a policy regarding voluntary, confidential reporting of crimes by complainants or witnesses for inclusion in crime statistics, nor does AMSC currently have a policy or procedures that encourage pastoral and professional counselors, at their professional discretion, to inform the persons they are counseling of any such procedures to report crimes on a voluntary, confidential basis for inclusion in crime statistics.

Prohibition on Retaliation

An institution, or any officer, employee, or agent of an institution, is prohibited from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual for exercising their rights or fulfilling their responsibilities under any provision of the Clery Act.

This prohibition is meant to protect anyone who reports a potential Clery crime from retaliation by an institution. This includes both students and employees who report a potential Clery crime.

Campus Security Authorities

Campus Security Authorities (CSAs) are individuals on campus that have been identified as meeting the requirements listed below and to whom crimes may be reported. They are required to report certain information to the Clery Coordinator for inclusion in the Annual Security and Fire Safety Report. While Campus Security Authorities are required by law to report any applicable crime for Clery purposes, they may withhold identifying personal information if requested. Students, staff, and faculty may report crimes to a Campus Security Authority if they do not wish to contact the Department of Public Safety. Campus Security Authorities should report a Clery reportable crime as quickly as possible after they receive the information.

Campus Security Authorities may report Clery reportable crimes to:

- The Department of Public Safety at (678) 466-4050; or
- By utilizing the Campus Security Authority Disclosure Form located at: <https://www.atlm.edu/downloads/CSA-Crime-Reporting-form.pdf>

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

1. A campus police department or security department of an institution. If an institution has a campus police or security department, all individuals who work for that department are campus security authorities.
2. Any individual who has responsibility for campus security but who does 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 or buildings).
3. 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.
4. 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 act or respond to particular issues on behalf of the institution.

In addition to staff and faculty, student employees that perform functions defined as CSA duties are identified and trained in their obligations under the Clery Act. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors when that information is disclosed to them. All CSAs are not specifically named below, but the following is a list of preferred CSAs at AMSC. Individuals may report crimes to any Campus Security Authority.

List of Preferred Campus Security Authorities

| Name | Department | Contact # | Email Address |
|--|---|--------------|--|
| Department of Public Safety | | | |
| All Department of Public Safety Personnel | Department of Public Safety | 678-466-4050 | publicsafety@atlm.edu |
| Michael Keener | Chief of Police | 678-466-4050 | jkeener@atlm.edu |
| Tamika Chase | Deputy Chief | 678-466-4050 | tchase@atlm.edu |
| Gayron Taylor | Captain | 678-466-4050 | gtaylor@atlm.edu |
| College Administration | | | |
| Ingrid Thompson-Sellers, PH.D | President, Atlanta Metropolitan State College | 404-756-4440 | dhopson@atlm.edu |
| Dr. Mark Cunningham | Interim Provost and Vice President, Division of Student Success | 404-756-4443 | mcunningham@atlm.edu |
| Dr. Timothy Sherman | Dean, School of Business and Technology | 404-756-4006 | tsherman@atlm.edu |
| Dr. Harry Akoh | Dean, School of Arts & Sciences | 404-756-4716 | hakoh@atlm.edu |
| Tocarro Combs | Director, Student Life and Leadership/ Student Conduct Officer | 404-756-1248 | tcombs@atlm.edu |
| Timika Boykin | Chief Human Resources Officer | 404-756-4047 | tboykin@atlm.edu |
| Timika Boykin | Title IX Coordinator | 678-623-1118 | hr@atlm.edu |
| | | | |

Message from the President

Atlanta Metropolitan State College (AMSC) is committed to maintaining a safe, secure environment for our students, faculty, staff and visitors.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (change to Jeanne Clery Campus Safety Act) (Clery Act), and the Higher Education Opportunity Act (HEOA) requires colleges and universities to disclose to local agencies and crime reports to campus reported to campus security authorities. AMSC's Public Safety Department is responsible for the collection of Clery Act Crime Statistics, and for reporting such information directly to the U.S. Department of Education and to the Trailblazer community.

For information, you may access an on-line version of the Annual Security Report and Fire Safety Reports at [Clery - About AMSC - Atlanta Metro College](#) . Additionally, a printed copy may be obtained by contacting the Police Department at 678-466-4050. The report also outlines information and resources available to the college community as well as where to find them to promote safety and security.

Sincerely,

Ingrid Thompson-Sellers, Ph.D

President

Message from the Chief of Police

Dear Campus Community,

I am pleased to present our Annual Security and Fire Safety Report for this year. As the Chief of Police, I want to ensure that our community remains informed about the measures we have taken to maintain a safe and supportive environment for all students, faculty, staff, and visitors.

This report provides detailed information on crime statistics, safety protocols, emergency procedures, and resources available to our campus community. Our mission is to foster a secure atmosphere that supports the educational mission of our institution and to become a beacon of trust and innovation, fostering an environment where every individual feels valued and protected. The safety and well-being of our campus community is our top priority. We encourage everyone to stay informed, remain vigilant, and take advantage of the resources and programs available. Together, we can continue to create a safe and supportive environment for learning and growth.

I extend my gratitude to all members of our campus community for their commitment to safety. Your participation and vigilance are vital to our collective security.

Feel free to contact me with questions or suggestions at (678) 466-4050 or johnkeener@atlm.edu.

Mike Keener

Chief of Police

About the Department of Public Safety

The Department of Public Safety (DPS) is responsible for delivering comprehensive law enforcement services, security, and emergency response to the College community, operating 24 hours a day, 7 days a week, 365 days a year. Each employee plays an integral role in fulfilling the department's mission by performing their duties with diligence, excellence, and a commitment to safety. The DPS is situated within the Division of Business and Operations, with the Chief of Police reporting directly to the Vice President of Business and Operations, ensuring alignment with the institution's overall administrative structure and strategic goals.

Authority and Jurisdiction of the Department of Public Safety

The Department of Public Safety is a state police agency. All officers employed by the College are equivalent to the police or law enforcement officers employed in your hometown. College/University police officers are authorized to make arrests for violations of state law and local ordinances, obtain and execute arrest and search warrants, and enforce traffic laws.

The jurisdiction of the Atlanta Metropolitan State College Department of Public Safety, as defined by Georgia law, is public or private property under control of the Board of Regents plus 500 yards. Officers may operate beyond the 500 yards if they are in pursuit of an individual; assistance is requested from a surrounding agency with whom the college has a mutual aid agreement, and on any campus under the control of the Board of Regents.

Collaboration with Other Agencies

The Department of Public Safety has respective Memorandums of Understanding with the Atlanta Police Department, Atlanta Technical College Police Department, Georgia Tech Police Department, Fulton County Sheriff's Department, MARTA Police Department, Georgia State Patrol, Georgia Bureau of Investigations, and Capital Police Department wherein the agencies agree to provide mutual support in the conduct of criminal investigation or in emergencies, if needed and approved by agency heads. This mutually beneficial relationship between departments allows officers to work cross-jurisdictionally in the event of an emergency or during the investigation of alleged criminal offenses. It also promotes a good working relationship between DPS investigators and the investigative units of the respective departments. In addition, the Department of Public Safety may request officers from other University System of Georgia police agencies to assist with large scale events, emergencies, or supplemental patrol.

The Public Safety Department is fully qualified to investigate criminal incidents within our Clery geography. If necessary, the Georgia Bureau of Investigation may conduct a homicide investigation.

Any crimes involving non-campus locations are handled by the appropriate local law enforcement agency as determined by jurisdiction. The College gathers crime report information for non-campus locations of student organizations by requesting information from local police agencies with jurisdiction.

The College has no non-campus locations for student organizations.

Preparing the Annual Security and Fire Safety Report

The Annual Security and Fire Safety Report (ASFSR) is prepared by the Clery Coordinator at Atlanta State Metropolitan College, in collaboration with the University Clery Committee. The Clery Committee is composed of representatives from various departments across the campus, including the Department of Public Safety, Title IX, and Human Resources. These departments work together to ensure the college's compliance with the Clery Act.

Each year, the Clery Coordinator partners with committee members to collect updated information on institutional policies, crime statistics, and disciplinary referrals to be included in the ASFSR. In accordance with the Jeanne Clery Campus Safety Act, this information is carefully compiled and submitted to the U.S. Department of Education and the Board of Regents of the University System of Georgia, ensuring transparency and compliance with federal reporting requirements. The full text of this report can be located on our website at: [Clery - About AMSC - Atlanta Metro College](#).

The purpose of the Annual Security and Fire Safety Report (ASFSR) is to provide the College Community with important safety-related information. This report is designed to enhance awareness about campus security, fire safety, and crime prevention, while ensuring transparency regarding the institution's efforts to maintain a safe and secure environment. By disseminating this information, the ASFSR helps to inform students, faculty, staff, and visitors of the college's policies, procedures, and resources related to safety, enabling them to make informed decisions about their well-being on campus.

How we Collect and Publish our Crime Statistics

The sources utilized for the preparation of the Annual Security and Fire Safety Report (ASFSR) include a variety of key data points, such as reports from the Department of Public Safety (DPS), local law enforcement agencies, anonymous reporting forms, and other documentation provided by Campus Security Authorities. Additionally, reports from local

law enforcement agencies are incorporated into the data collection process. The records management system used by Student Affairs for tracking disciplinary issues is also leveraged to gather relevant data.

Each reported incident is thoroughly reviewed and classified by the Clery Coordinator and other members of the Clery Committee. This classification is conducted in accordance with the guidelines and definitions established by the U.S. Department of Education to ensure consistent and accurate reporting in compliance with the Clery Act. This process ensures that all data included in the ASFSR is both accurate and aligned with federal requirements.

Annual Notice of Availability

Each year, an email notification is sent to all enrolled students, faculty, and staff, providing a direct link to access the Annual Security and Fire Safety Report (ASFSR) on the college's website. This ensures that all members of the campus community are informed of the report's availability and can easily access the safety-related information.

Prospective students can also obtain Clery Act-related information by visiting the designated section of the college's website at: ([Clery - About AMSC - Atlanta Metro College](#)). This provides transparency and ensures that both current and prospective members of the community are informed about campus safety policies and crime statistics.

The Daily Crime and Fire Log

The Campus Safety Department maintains the Daily Crime Log, which is generated from reports received through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Entries are made and updated within two business days of receiving the report. The log records key details of reported crimes, including the nature of the incident, the date, time, general location, and, the disposition of the case.

The Daily Crime Log is available for public inspection in person at the Human Resources Office (Building 600, Room 215) during regular business hours, and on the college's website. The log is archived monthly, with the most recent 60 days available for public review. Archived records are retained electronically for a period of seven years, and copies of archived entries are made available for public inspection within two business days upon request.

In certain circumstances, specific information may be withheld from the Daily Crime Log. This includes situations where the release of details is prohibited by law or could

compromise the confidentiality of the victim. In such cases, the Campus Safety Department ensures that all legal and ethical standards are adhered to, protecting the privacy of individuals while upholding the institution's commitment to transparency in crime reporting.

Clery Reporting Geography

The Clery Act requires institutions to disclose statistics for reported crimes based on the location where the crimes occurred, among other factors. To ensure accurate reporting, the Clery Act defines several types of "Clery Geography" that categorize different areas on or near the campus. These include the following:

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

- Those owned or controlled by officially recognized (or registered) student organizations; and
- Those located off campus but owned or controlled by your institution.

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-Campus Property

The main campus address is 1630 Metropolitan Pkwy SW, Atlanta, GA 30310. All of the buildings below are on campus.

Building. 100: School of Social Sciences and Humanities, School of Business and Technology, Criminal Justice & Police Science Institute

Building. 500: Student Support Services, Student Supports Services STEM (TRIO), Upward Bound, Dual Enrollment

Building 600: Business Office, President's Office, Library, CAAS, Academic Affairs, Human Resources, MIS, Police Department

Building 650: Admissions, Registrar's Office, Testing Center, Counseling & Accessibility Services, Financial Aid, Card Services

Building 700: Gymnasium

Building 800: Cafeteria, Bookstore, Student Life and Leadership, Student Affairs, Veteran Affairs, Student Conduct, Game Room, Fitness Center

Building 900: School of Science and Health Professions, Institutional Effectiveness

Clery Geography Map



Atlanta Metropolitan State College Emergency Management

Atlanta State Metropolitan College (AMSC) maintains a comprehensive Emergency Response and Evacuation Procedure, along with a detailed Emergency Operations Plan to ensure preparedness and effective response in the event of an emergency. The Emergency Operations Plan includes the following key components:

- **Declaration of a Campus State of Emergency:**
This section outlines the procedures for formally declaring a campus-wide state of emergency, including the criteria for activation, notification processes, and coordination with local authorities.
- **Roles and Responsibilities in the Event of an Emergency:**
Clear delineation of roles and responsibilities for key personnel during an emergency. This includes the responsibilities of campus leadership, public safety, faculty, staff, and emergency response teams. It ensures that everyone involved understands their specific duties to effectively manage and respond to critical situations.
- **Drills and Exercises:**
The plan includes regular drills and exercises to test and refine emergency

procedures. These drills are conducted to ensure that all individuals on campus are familiar with emergency protocols, evacuation routes, and safety measures. They also help identify any gaps in the plan that need to be addressed.

By maintaining and regularly updating these plans, AMSC ensures that it is prepared to respond swiftly and effectively to a wide range of emergency situations, thereby safeguarding the well-being of students, faculty, and staff.

The Office of the President, in consultation with the Public Safety Department, is responsible for the ongoing maintenance and oversight of the Emergency Operations Plan. This includes conducting at least one annual test of the plan to ensure its effectiveness in real-world scenarios. Detailed documentation of each test is maintained to provide a record of the tests conducted and to assess areas of improvement.

Annual emergency response and evacuation tests may be either announced or unannounced, ensuring that the campus community is prepared for both anticipated and unexpected emergencies. Additionally, evacuation training sessions are offered annually or upon request to ensure that students, faculty, and staff are familiar with evacuation procedures.

To keep the campus community informed, the College publicizes the Emergency Operations Plan through a variety of channels. This includes:

- Orientation sessions for new students and staff, where the planning and emergency procedures are reviewed.
- Regular social media posts that provide reminders and updates about emergency preparedness.
- Tests of the emergency notification system, which are conducted periodically to ensure its functionality and to familiarize the community with the notification process.

This comprehensive approach helps ensure that everyone on campus is well-informed and prepared to respond effectively in the event of an emergency.

AMSC Emergency Procedures and Evacuations

In the event of an emergency, faculty and staff at the college may be called upon to provide critical support in maintaining the safety and security of the campus community. All personnel are expected to be prepared to respond effectively and to assist when

requested. In addition to offering support during emergencies, faculty and staff are responsible for the following:

Promptly report any potentially hazardous conditions.

Identifying and addressing risks early can help prevent personal injury and property damage.

Remain vigilant and aware of your surroundings.

Immediately report any suspicious activity to the Institution's Police. Do not assume that someone else has already made the report.

Notify your supervisor without delay

if you observe or suspect criminal behavior or potentially violent conduct by any individual.

In any emergency situation:

- a. Maintain a calm and composed demeanor to help reassure others.
- b. Be prepared to act independently if necessary.
- c. Provide assistance to others whenever it is safe and feasible to do so.

This section also includes procedures for responding to specific types of emergencies. These procedures should be followed in the order outlined unless conditions warrant an alternative course of action. By adhering to these responsibilities and protocols, faculty and staff play an essential role in supporting a safe, responsive, and resilient campus environment.

A. Emergency Evacuation Procedures

1. Preparation

Department heads are responsible for ensuring that all employees are informed of the designated emergency evacuation routes specific to their work areas. Whenever possible, evacuation routes should be clearly posted in visible locations near building exits to facilitate quick and efficient egress during an emergency.

At the beginning of each academic term, faculty are encouraged to inform students of the emergency evacuation route for their assigned classroom or instructional area. Faculty

should also identify and communicate a designated assembly point located outside the building, where students and staff can safely gather following an evacuation.

By proactively sharing this information, departments and faculty contribute to a well-prepared campus community and help ensure an organized and safe response in the event of an emergency.

2. Building Evacuation

In the event of an emergency, the following evacuation procedures must be followed to ensure the safety of all building occupants:

A. All building evacuations will occur when the fire alarm is activated and/or upon direct instruction from public safety or the designated Emergency Building Coordinator.

B. When the evacuation alarm sounds:

- Immediately proceed to exit the building using the designated emergency evacuation route for your location.
- If your primary exit is blocked, use the nearest accessible marked exit and alert others to do the same.

C. Assist individuals with disabilities in safely exiting the building, if possible.

- Do not use elevators during a fire or any emergency that may involve a potential power outage.

D. Once outside:

- Move quickly to the pre-designated assembly area, located at least 500 feet away from the affected building.
- Keep all streets, fire lanes, fire hydrants, and walkways clear to allow access for emergency vehicles and personnel.

E. Do not re-enter an evacuated building unless you are given explicit permission to do so by a college official.

Following these procedures helps ensure a safe, orderly evacuation and supports the efforts of emergency personnel responding to the situation.

IMPORTANT: After the evacuation, report to your designated assembly point. Stay there until all personnel are accounted for or if directed to return to the building.

3. Campus Area Evacuation

A. The evacuation of all or part of the campus grounds will be initiated and announced by the Department of Public Safety when deemed necessary for the safety of the campus community.

B. Upon notification, all individuals must immediately vacate the designated area and proceed to an alternate location on campus as directed by college officials or emergency personnel.

Faculty and staff are responsible for assisting individuals with disabilities during the evacuation process, ensuring they can relocate safely and efficiently.

Adhering to these procedures helps maintain order and ensures the safety of all individuals during a campus-wide or partial grounds evacuation.

4. Disabled Persons

It is the responsibility of every employee to assist individuals with disabilities in safely exiting the building during an emergency. This shared responsibility ensures that all members of the campus community can evacuate safely and efficiently.

Individuals with disabilities who may require assistance during emergencies are encouraged to take the following proactive steps:

- **Familiarize themselves** with the layout and emergency features of each building they frequent, including stairways, exits, emergency phones, and elevator procedures.
- **Inform faculty members or supervisors** of any specific assistance they may need during an emergency.
- **Identify a designated individual**—such as a colleague, classmate, or staff member—who is willing to assist them in the event of an emergency.

If a suitable assistant cannot be identified, individuals should contact the Emergency Building Coordinator or the Director of Disability Services to arrange for appropriate support and accommodation in advance.

This collaborative approach helps ensure that emergency procedures are inclusive and effective for everyone on campus.

Emergency Drills and Testing

To ensure the College's Emergency Management Plan remains current, effective, and actionable, the AMSC will conduct at least one emergency management exercise annually. These exercises are designed to test and improve the institution's readiness and may include:

- Tabletop drills
- Business continuity exercises for specific departments
- Multi-agency tactical exercises involving external emergency response partners

Each annual exercise will be coordinated by the Chief of Police, with support from relevant campus departments, depending on the scope and objectives of the drill. Exercises may be announced or unannounced, and each will incorporate a formal evaluation process to assess the effectiveness of the Emergency Management Plan and identify areas for improvement.

All exercises and drills will be publicly documented in the College's Annual Security and Fire Safety Report. This documentation will include a description of the exercise, the date and time it was conducted, and whether it was announced or unannounced by the Department of Public Safety.

These regular evaluations reinforce the College's commitment to campus safety, preparedness, and continuous improvement in emergency response capabilities.

Timely Warnings

AMSC provides Timely Warnings about Clery reportable crimes that pose a serious or ongoing threat to the University Community and that occurred within the institution's Clery geography. Because the nature of criminal threats is not limited to a single location, Timely Warnings must be issued in a manner reasonably likely to reach the entire University Community. Timely Warnings must be issued without delay, as soon as the pertinent information is available. Timely Warnings include information about the incident that could assist in preventing similar crimes.

When Public Safety dispatch receives a crime report, the senior on duty patrol division sworn officer will assess the need for a Timely Warning based on the information available at the time of the report. They will then notify the Chief of Police who will consult with other senior leadership on campus to determine whether a Timely Warning is needed and what the content of the Timely Warning will be. If the report is submitted directly to the

Clery Coordinator, the Clery Coordinator will evaluate the information available and assess whether a Timely Warning is needed in consultation with the Chief of Police.

In the event that the Chief of Police or other senior leadership is unavailable, the senior on duty sworn officer is authorized to issue a Timely Warning.

The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. As soon as practical after the requirement for a timely warning becomes known, the Chief of Police or their designee will prepare and disseminate the warning.

Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor, in the context of a Privileged (Confidential) Communication, are excluded from the Timely Warning requirement. In addition, Timely Warnings will not include the names and other personally identifying information of victims or complainants.

When it has been determined to issue a Timely Warning the Department of Public Safety will issue the warning via the university digital notification systems. These warnings may be an email, text message, push notification, or any combination thereof.

Anyone with information that may necessitate an Emergency Notification, or a Timely Warning, being disseminated should immediately report the circumstances to Public Safety at 678-466-4050 by phone or in person. The Public Safety office is in the Administration Building 600, 1st Floor.

Emergency Notifications

The College is also required to issue an Emergency Notification when there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of College faculty, staff, students, or campus visitors, and that affects the campus or a portion of it.

Unlike Timely Warnings, which are limited to Clery-reportable crimes, Emergency Notifications encompass a broader range of incidents, including but not limited to:

- Fires

- Natural disasters
- Hazardous material incidents
- Public health emergencies (e.g., infectious disease outbreaks)
- Other urgent threats to campus safety

While some emergency events may be localized, the College will issue the Emergency Notification to the entire campus community to ensure all potentially affected individuals are reached. These notifications will be disseminated through the College's emergency alert system, which may include:

- Text messages
- Emails
- Push notifications
- Campus-wide PA systems or digital signage, when applicable

This system ensures timely communication, enabling members of the AMSC community to take appropriate action to protect themselves during a crisis.

The College will, without delay, and with careful consideration for the safety of the campus community, determine the content of the emergency notification and activate the notification system. This action will be taken unless, in the professional judgment of responsible authorities, issuing the notification would compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond effectively to the situation
- Otherwise mitigate the threat

In situations where the emergency poses a broader public safety concern, the Department of Public Safety may share emergency information with the wider community. This may include:

- Distributing information through local radio and television stations
- Direct coordination with local police, fire departments, or other emergency response agencies in the affected area

Members of the College Community are strongly encouraged to promptly report any emergency situations that may affect campus operations or safety by contacting the Department of Public Safety. Early reporting plays a crucial role in enabling a swift and effective response to protect lives and property.

Confirmation of an Emergency

The Department of Public Safety may collaborate with various internal and external partners—including the Office of Marketing and Communications, the Emergency Management Department, and local fire and police agencies—to determine whether an Emergency Notification should be issued.

This decision is based on confirmation of an actual emergency and includes an assessment of several key factors, such as:

- The nature and severity of the threat
- The credibility and detail of the available information
- The potential impact on campus operations and the safety of individuals
- The likelihood of the situation affecting all or part of the campus

Emergency situations may be confirmed through a variety of methods, including:

- Deploying personnel to the scene of the reported emergency
- Reviewing and verifying information from social media or reputable news sources
- Direct, first-hand confirmation of the emergency by Public Safety personnel or other reliable authorities

This collaborative and evidence-based approach ensures that Emergency Notifications are issued accurately, promptly, and responsibly, helping to protect the campus community and support a coordinated emergency response.

Contents of the Emergency Notification

An Emergency Notification issued by Atlanta Metropolitan State College will include critical information and clear instructions designed to alert the campus community to the nature of the threat and guide individuals on the appropriate actions to take to ensure their safety. The Department of Public Safety is responsible for crafting the content of each notification based on the most accurate and timely information available at the time.

The content of the Emergency Notification will be determined by:

- The type and severity of the emergency
- The level of threat posed to the campus community
- The need to inform individuals so they can take immediate protective measures
- The need to withhold certain details to avoid compromising ongoing emergency response efforts

Each Emergency Notification will typically include:

- A brief description of the nature of the event (e.g., fire, severe weather, active threat)
- The time frame or timing of the event
- Specific instructions or recommended actions (e.g., evacuate, shelter-in-place, avoid certain areas)

The Department of Public Safety will also determine the timing and scope of the information released, ensuring that it is appropriate to the circumstances and does not interfere with emergency operations. The overarching goal of each notification is to provide the campus community with actionable, reliable information that enables individuals to protect themselves and others during an unfolding emergency.

Issuing the Emergency Notification

When it has been determined that an Emergency Notification is necessary, the Department of Public Safety, in collaboration with Marketing and Communications or the Emergency Management Department, will issue the notification through the University's emergency notification system.

The Department of Public Safety personnel are specifically trained on how to properly issue Emergency Notifications. Once the emergency situation is confirmed, they are responsible for preparing and disseminating the notification to the campus community.

For emergencies occurring after regular business hours, the on-duty Public Safety supervisor is trained and authorized to issue an Emergency Notification independently, without needing to consult with AMSC leadership. This ensures that notifications are issued without delay, providing timely information to the community in urgent situations.

This streamlined process ensures that the college can respond swiftly and effectively to protect the safety of its students, faculty, staff, and visitors during emergency events, regardless of the time of day or night.

Emergency Notifications issued by AMSC may include a variety of communication methods, such as:

- Email
- Text message alerts
- Push notifications
- Alert notifications
- Or any combination of these systems

Once an emergency situation has been resolved, the college will issue an “all clear” message to notify the campus community that the situation is over and that normal activities may resume.

In cases where the emergency situation may affect the broader local community, the Department of Public Safety and the Marketing and Communications Department will work together to inform local government officials and the media. This is done to ensure that important details about the emergency—such as the location, nature of the situation, and any necessary public safety measures—are shared with the larger community, helping to facilitate a coordinated response and keep the public informed.

This collaborative approach helps ensure that the AMSC can effectively manage emergency communications both internally and externally, enhancing safety and transparency during critical situations.

Security of and Access to Campus Facilities

The Atlanta Metropolitan State College (AMSC) campus and administrative buildings operate on the following schedule:

- Monday – Thursday: 8:30 a.m. – 6:00 p.m.
- Friday: 8:30 a.m. – 12:30 p.m.

During these business hours, the College is open to students, parents, employees, contractors, guests, and invitees.

Outside of business hours, access to College facilities is restricted and may be granted only through:

- **Key or card access**, if previously issued

- **Admittance by Public Safety personnel** upon receipt of a **formal email request**

Access to **classrooms and laboratories** is limited to students **enrolled in the respective courses**.

During **periods of extended closure** (e.g., holidays or breaks), only individuals with **prior written approval** will be permitted entry to College facilities. Additionally, some facilities may operate on **modified schedules** that vary throughout the year, based on academic and operational needs.

The maintenance of campus grounds and facilities is an ongoing priority to ensure the safety and security of the campus. Common concerns such as:

- Lighting issues in parking lots or walkways
- Overgrown hedges or trees that obstruct pathways
- Ice or snow on sidewalks and roadways

are routinely reported to Public Safety and promptly communicated to Facilities Management for action. Additionally, concerns identified by police or security officers during routine campus patrols are also forwarded to Facilities Management to be addressed.

Trailblazers ID Cards

The Card Office is responsible for issuing ID/Access cards to all AMSC students and employees. These cards serve as both identification and a means of accessing specific campus facilities, based on the individual's role and associated access needs.

Each Card includes:

- A photo of the cardholder
- The individual's Trailblazer ID number
- A designation identifying the cardholder as either a student or employee

Access permissions tied to the card are managed and configured by the Card Office, ensuring that individuals are granted appropriate access to designated areas across campus.

Key Requests

Key requests for staff or faculty must be submitted through the Facilities Department. Once a request is reviewed and approved, Facilities will create and assigned key(s) to the designated individual.

Approved keys may be picked up during regular business hours at the front desk of the Facilities building.

Residence Halls

Atlanta Metropolitan State College does not have resident halls.

Security Awareness Programs

Atlanta Metropolitan State College (AMSC) is committed to fostering a culture of personal and community safety by offering a variety of programs each year that encourage students and employees to take responsibility for their own security and the well-being of others.

AMSC leads and manages several key campus safety and security initiatives, including:

- Emergency Management
- Community Safety and Security Education
- Physical Security and Identity Management
- Access Control Systems
- Behavioral Threat Assessment
- Special Event Management

One of the cornerstone programs is the Student Awareness Training Program, which is promoted each semester and delivered specifically to new and transfer students during Orientation. This program introduces participants to key safety practices and campus resources.

Additional programs offered throughout the year and upon request include:

- Alcohol and Drug Safety/Awareness programs
- New Student Orientation with general safety awareness and crime prevention tips

- Crime prevention and safety awareness information for current students and employees
- CPR, AED, and First Aid training, available each semester
- General Safety Awareness Training provided to faculty and staff during Faculty/Staff Institute Conferences

Bystander Intervention and Risk Reduction Strategies

Bystander Intervention refers to safe and positive actions individuals can take to prevent harm or intervene in situations where there is a risk of dating violence, domestic violence, sexual assault, or stalking. It empowers members of the College community to play an active role in creating a safer environment by stepping in when they observe concerning behavior.

Effective bystander intervention involves:

- **Recognizing situations of potential harm** – Being aware of behaviors, conversations, or environments that may indicate someone is at risk.
- **Understanding institutional structures and cultural norms** that may enable or tolerate violence – This includes examining how group dynamics, such as in fraternities, athletic teams, or social circles, may contribute to harmful behavior.
- **Overcoming barriers to intervention** – Addressing fears or doubts that may prevent someone from stepping in, such as fear of retaliation, embarrassment, or not knowing what to do.
- **Identifying safe and effective intervention strategies** – These may range from direct intervention to seeking help from authorities or using distraction techniques.
- **Taking action to intervene** – Choosing to speak up, seek help, or otherwise disrupt a potentially harmful situation in a way that prioritizes safety.

Risk reduction strategies are practical habits and techniques that individuals can use to help maintain personal safety in a variety of situations. These strategies are based on the understanding that while no one is ever responsible for being targeted by violence or crime, increasing awareness and taking proactive steps can help reduce vulnerability.

Key principles of risk reduction include:

- **Recognizing that risk exists** – Being mindful of surroundings and understanding that certain situations, environments, or behaviors may carry higher risks (e.g., unfamiliar locations, being alone at night, impaired judgment).
- **Increasing situational awareness** – Paying attention to what is happening around you and trusting your instincts when something feels wrong or unsafe.
- **Making safety-conscious decisions** – Taking steps like staying in well-lit areas, planning ahead for transportation, securing personal belongings, and limiting distractions (e.g., phone use) in unfamiliar places.
- **Setting and communicating boundaries** – Clearly expressing limits and respecting the boundaries of others.
- **Looking out for others** – Watching for signs that someone else may be in a risky situation and offering help or seeking assistance when appropriate.

While these strategies can help individuals reduce risk, it's important to emphasize that the responsibility for violence always lies with the perpetrator, not the victim. Risk reduction is about empowerment, awareness, and safety, not blame.

Bystander Intervention

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

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

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

What can you do? **Be an active bystander.**

Being an active bystander includes:

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

Being an active bystander means choosing to take action in a way that is safe, appropriate, and effective—but it does not mean putting yourself in danger or acting as a vigilante.

There are many forms of intervention, and the right choice depends on your comfort level, the specific situation, and what feels safe at the time. These may include:

- Direct intervention: Speaking up or stepping in when it's safe to do so
- Distraction: Creating a diversion to de-escalate a situation (e.g., interrupting, changing the subject)
- Delegation: Seeking help from others, such as campus police, staff, or a trusted authority figure
- Delay: Checking in with the person involved after the situation has passed

And importantly, if you ever feel that the situation is too dangerous, the best action may be to leave and get help. Calling 911 or the Department of Public Safety is still a valid and impactful form of bystander intervention.

At its core, active bystandership is about choosing not to stay silent when someone may need help—while always prioritizing your own safety in the process. Every action, big or small, helps create a more caring and accountable community.

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

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

Strategies to intervene include:

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

Risk Reduction and Prevention Strategies

AMSC is committed to providing a safe and supportive learning environment that fosters student success both inside and outside the classroom. One of the key components of this commitment is encouraging the use of risk reduction strategies in daily life to enhance personal and community safety.

According to the Clery Act, risk reduction refers to strategies that are designed to:

- Decrease the likelihood of perpetration and bystander inaction
- Empower potential victims by providing tools and awareness to promote personal safety
- Help both individuals and communities identify and address conditions that enable violence

These strategies are not about placing responsibility on potential victims, but rather about promoting awareness, preparedness, and action. When the campus community actively engages in risk reduction, it contributes to a safer, more informed, and empowered environment for everyone. The college offers training to all students and employees that addresses these topics.

- Keep your cellular phone with you and charged in case of emergency
- When in a parking lot, be aware of your surroundings
- Keep any valuables inside your vehicle out of sight and your doors locked
- Keep your vehicle serviced to avoid breakdowns
- When possible, walk with others and avoid isolated short cuts

- Be careful when giving your personal information to strangers
- Be aware of scams requesting your personal information or banking information
- Do not leave valuables such as computers or textbooks unattended
- If you choose to drink, do not drink to excess
- Avoid binge drinking
- Consider seeking assistance if you or someone you know is a victim or perpetrator of dating violence, domestic violence, stalking, or sexual assault.
- Report all crimes to the Department of Public Safety or other local law enforcement agency as soon as possible.
- Intervene in a safe manner if you see an incident of dating violence, domestic violence, stalking, or sexual assault occurring. Use the techniques discussed in this report

Preventing Stranger-to-Stranger Assault

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

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 the dining hall, especially after dark, you have others to go with.

If it's late and after hours, call the Public Safety Dispatch Center at 678-466-4050 and request a safety escort.

Report all suspicious people to AMSC Police immediately.

Preventing Assault by an Acquaintance

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

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

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

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

When you go out, be prepared in case something goes wrong. Carry a cell phone in case you need to call someone to pick you up or contact the police. Pre-program the Department of Public Safety number into your phone. (678-466-4050 – available 24/7/365 or 911).

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

Avoiding Perpetration

Understanding consent and respecting boundaries are fundamental in ensuring respectful and consensual interactions. Here is a list of ways to ensure you do not engage in behaviors that could be considered coercive or non-consensual:

1. Understand and Respect Consent:

- Always seek clear, affirmative, and enthusiastic consent from your partner. Silence or lack of resistance does not equal consent.
- Remember that consent can be revoked at any time, and ongoing consent is necessary for all activities.
- Understand that consent must be given freely and voluntarily, without any form of pressure or manipulation.
- Do not continue to contact, follow, stalk, or otherwise harass a person who has turned down your romantic advances.

2. Communicate Openly:

- Have open and honest conversations about boundaries and preferences with your partner.
- Respect your partner's right to say "no" and understand that "no" means no, regardless of the context.

3. Be Aware of Power Dynamics:

- Recognize and be mindful of any power imbalances that may exist in your relationships, whether due to age, authority, or other factors.
- Ensure that your partner feels comfortable and safe expressing their boundaries.

4. Educate Yourself

- Learn about sexual violence, consent, and healthy relationships through reliable resources and training.
- Stay informed about the legal definitions and implications of sexual misconduct and assault.

5. Respect Physical and Emotional Boundaries:

- Pay attention to verbal and non-verbal cues from your partner. If they seem uncomfortable or hesitant, stop immediately and check in with them.
- Avoid engaging in any sexual activity with someone who is incapacitated, under the influence of drugs or alcohol, or otherwise unable to give informed consent.

6. Be an Active Bystander:

- Intervene if you witness situations where someone may be at risk of sexual assault. This can involve distracting, directly confronting, or seeking help from others.
- Encourage a culture of respect and consent among your peers.

7. Reflect on Your Actions and Attitudes:

- Regularly reflect on your behavior and attitudes towards sex and relationships. Challenge any harmful beliefs or practices.
- Seek feedback from partners and be open to learning and improving.

8. Get Professional Help if Needed:

- If you struggle with respecting boundaries or have concerns about your behavior, seek help from a therapist or counselor.
- Support and respect individuals who are dealing with trauma from past experiences and encourage them to seek professional help if needed.

By actively prioritizing consent and respect in all interactions, you can help create a safer and more respectful environment for everyone.

Drug, Alcohol, and Substance Abuse

The Dangers of Drug and Alcohol Use

Drugs are chemicals that affect the body and brain. Different drugs affect different areas of the body. Drug abuse can affect your immune system, increasing the risk of infection and illness. It can damage your heart leading to abnormal heart rates or heart attacks.

Intravenous drug use can lead to collapsed veins and infections. Other effects include liver damage, weight loss/gain, seizures, loss of cognitive ability, or death. Socially, drug abuse is linked to altered behavior, criminal behavior, and damaged relationships. Alcohol abuse can cause or contribute to liver damage or failure, cardiovascular disease, damage to the pancreas leading to diabetes, and cancer. Long-term effects of excessive drinking may include diminished gray and white matter in the brain, ulcers, nerve damage, and respiratory infections. Socially, alcohol abuse will lead to increased family problems, broken relationships, and criminal activity.

Drug and Alcohol Policy Statements

It is the policy of the college that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any college activities. Sanctions imposed for violation of this policy are indicated below.

It is the policy of the university that illegal alcohol use, manufacture, sale, distribution, dispensation, or possession is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

It is the policy of AMSC and the Department of Public Safety to enforce all local, state, and federal drug or alcohol laws (including underage drinking laws) through issuing warnings, citations, arrests, or referrals to the disciplinary process.

AMSC policies on the use of alcohol and drugs may also be found in the Student Code of Conduct, the Faculty Handbook, the Employee Handbook and the USG Board of Regents Policy Manual.

Alcoholic Beverages

AMSC prohibits the possession, use, and sale of alcoholic beverages on campus. The possession, use, sale, or furnishing of alcohol is allowed when authorized at a non-student social function in designated areas with prior approval of the College President and when authorized for educational or research purposes. The Public Safety Department enforces state and local ordinances pertaining to the illegal possession, use, and sale of alcoholic

beverages and underage drinking laws as well as illegal drug possession and use. It is illegal in Georgia for persons under 21 years of age to possess, consume, or purchase alcoholic beverages. It is illegal for any person to furnish alcoholic beverages to persons less than 21 years of age. Enforcement actions include arrests and referrals for disciplinary action.

Illegal Drugs

AMSC is a "Drug-Free" College. Possession, use (without a valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited. The Campus Safety Department issues citations and performs custodial arrests in accordance with state law.

Georgia's 9-1-1 Medical Amnesty Law, O.C.G.A. 3-3-23, authorizes law enforcement officers to maintain and administer opioid antagonists in suspected cases of opioid overdoses.

The Campus Safety Department has two 4 mg bottles of NARCAN (Naloxone hydrochloride) Nasal Spray in case of an overdose on campus.

Know the signs:

- A person is passed out or is difficult to awaken.
- A person is cold, clammy, pale, or bluish skin.
- A person has slowed breathing.
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on their side to prevent choking.
- Clear vomit from the mouth.
- Keep the person awake.
- NEVER leave the person unattended.
- Call 911 for medical assistance.

For more information on the risks and consequences of drug and alcohol abuse, visit: www.drugabuse.gov.

Penalties

The college policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is intended to protect and support the employees and students at AMSC. Therefore, any

employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at university sponsored events held off campus will be subject to disciplinary action (up to and including suspension, with or without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. Further information concerning employees is available from the Department of Human Resources at (404) 756-4047. Any student admitting to or found to have violated AMSC Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and/or alcohol on campus or at university sponsored events (see Student Code of Conduct) will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

| Offense | Minimum Punishment | Maximum Punishment |
|---|--|---|
| “First Offender”: A person never before convicted of possession of a small amount of controlled substance. (O.C.G.A. 16-132(a)) | At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court monitored comprehensive rehabilitative program. | n/a |
| Possession of one ounce or less of marijuana (O.C.G.A. §16-13-2 (b)) | n/a | Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or “public works” not to exceed 12 months |
| Possession of more than one ounce of marijuana (O.C.G.A. §16-1330j(2)) | Confinement of not less than one year | Confinement of not more than 10 years |
| Trafficking in marijuana (O.C.G.A. §16-13-31 (h)) | Depending on amount, minimum of five years confinement and fine of \$25,000. | Depending on amount, maximum of 30 years confinement and fine of \$1 million. |

| | | |
|---|---|--|
| Penalty for violation of the “controlled substances” provision. (Schedule II) | Depending on amount, minimum of five years confinement. | Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics. |
| Possession of an alcoholic beverage by any person under age 21 (O.C.G.A. §3-3-23.1) | n/a | Confinement not to exceed 30 days, or a fine of not more than \$300, or both. |
| Manufacture, distribution, or dispensing drugs (includes marijuana) | A term of imprisonment not less than 5 years or more than 20 years, (with 4.5 years mandatory supervisory parole) and a minimum fine of \$250,000 | A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 for an individual and \$10,000,000 if other than an individual. |
| Possession of drugs (Including marijuana) | A term of imprisonment not less than 1 year and a fine of not less than \$1,000 or both. | Imprisonment for not less than 90 days or more than 3 years, a fine of not less than \$5,000 plus costs of investigation and prosecution. |

Drug and Alcohol Abuse Programs

The Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989 requires institutions of higher education (IHE’s) receiving federal financial assistance to establish drug and alcohol abuse prevention programs. A major requirement of these regulations requires that all students and employees receive materials annually that contain standards of conduct, a description of various Alcohol and Other Drugs (AOD) laws that apply in that jurisdiction, a description of the various health risks of drug and alcohol abuse, a description of available counseling and treatment programs, and a statement on the sanctions the university will impose for AOD related standards of conduct violations.

AMSC requires all new, transfer, and dual-enrolled students to complete an online education program about alcohol and drug abuse awareness and risk reduction. AMSC utilizes Vector Solutions' online Education (alcohol and drug education) programming for targeted populations. AMSC's Student Counseling department provides resources and virtual simulation workshops for alcohol education.

AMSC employees can access counseling and programming for alcohol and drug concerns through Acentra Health's Employee Assistance Program.

AMSC evaluates and reviews the effectiveness of our alcohol and drug abuse awareness and prevention programs through analytics provided by Vector Solutions, our third-party online program provider.

Atlanta Metropolitan State College Response to Sexual and Gender Violence

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

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

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

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

Reporting

Clayton State University Department of Public Safety - (678) 466-4050

Local Law Enforcement - 911

Title IX Coordinator - (678) 625-1118

Human Resources - (404) 756-4047

Office of the Provost – (404) 756-4443

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

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

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

Assistance

Upon request, AMSC will make any reasonably available change to a victim's academic, living, transportation, and or working situation regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Students and employees may contact the Title IX Coordinator for assistance. The Institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

If a victim reports to law enforcement, they may assist them in obtaining a temporary protection order from a criminal court. AMSC is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property.

Employees can also contact the Human Resources Office at (404) 756-4047.

Accommodations or supportive measures provided to a victim will remain confidential to the extent that maintaining confidentiality would not impair the ability of the institution to provide the accommodation or protective measures. Immigration and Visa assistance can be obtained by contacting AMSC Admissions Office (404) 756-4004.

AMSC recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. The Clery Act

prohibits the disclosure of a victim's personally identifying information in crime statistics, the crime log, and timely warnings. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

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

Resource(s)

Counseling: 404-756-4016

Awareness and Prevention Programming

Prevention is one of the primary mechanisms used to reduce incidents of sexual misconduct on campus. AMSC provides prevention tools and conducts ongoing awareness, programming and training for the campus community which includes students, faculty, and staff. Such programs are designed to stop sexual misconduct through distributing information and by educating as well as the promotion of positive and healthy behaviors. Title IX programming, prevention and awareness tools advises campus community members that the college prohibits the offenses of Title IX related matters such as non-consensual sexual contact, dating violence, domestic violence, sexual assault and stalking, as defined by the Clery Act and the Violence Against Women Act. The community members are also informed of topics including state and Clery Act definitions, risk reduction, and bystander intervention.

Atlanta Metropolitan State College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

- **Vector Solutions – Sexual Assault Prevention:** The program educates students on consent, sexual assault, stalking, domestic violence, dating violence, gender-based misconduct, bystander intervention, harassment, risk reduction, and more. The program also includes interactive exercises that allow students to witness real world scenarios in a controlled training environment. This program is for all incoming students and new employees.

- **AMSC Title IX and Responsible Employee Training:** This annual training for faculty and staff and is primarily focused on AMSC and the University System of Georgia's policy and procedures. This training is for all new and continuing employees.
- **Campus Security Authority Training:** This training is geared to increase understanding of the Clery Act and the roles and responsibilities of those deemed Campus Security Authorities. A portion of this training highlights Title IX. This training is performed by Public Safety and is geared toward faculty and staff.

Supportive Resources

Timika Boykin, Chief HR Officer and Title IX Coordinator
tboykin@atlm.edu; 404-756-4047

Dr. Dorothy Williams, Director of Counseling, Career, Accessibility Services & EMBARK/Foster Care

dwilliams@atlm.edu; 404-756-4016

Tocarro Combs, Director of Student Life and Leadership / Student Conduct Officer
tcombs@atlm.edu; 678-623-1248

Dr. Meda Rollings, AVP of Student Success and Special Programs
mrollings@atlm.edu; 678-623-1148

Suicide Hotline: 988 Suicide & Crisis Lifeline: 988 or 800-273-8255

State Definitions

Georgia Code § 16-6-1. Rape

(a) A person commits the offense of rape when he has carnal knowledge of:

(1) A female forcibly and against her will; or

(2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

(b) A person convicted of the offense of rape shall be punished by death, by imprisonment for life without parole, by imprisonment for life, or by a split sentence that is a term of

imprisonment for not less than 25 years and not exceeding life imprisonment, followed by probation for life. Any person convicted under this Code section shall, in addition, be subject to the sentencing and punishment provisions of Code Sections 17-10-6.1 and 17-10-7.

(c) When evidence relating to an allegation of rape is collected in the course of a medical examination of the person who is the victim of the alleged crime, the Georgia Crime Victims Emergency Fund, as provided for in Chapter 15 of Title 17, shall be responsible for the cost of the medical examination to the extent that expense is incurred for the limited purpose of collecting evidence.

(d)(1) As used in this subsection, the term “sexual felony” shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the offense of rape shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

Georgia Code § 16-6-22.1. Sexual battery (Fondling)

(a) For the purposes of this Code section, the term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

(c) Except as otherwise provided in this Code section, a person convicted of the offense of sexual battery shall be punished as for a misdemeanor of a high and aggravated nature.

(d) A person convicted of the offense of sexual battery against any child under the age of 16 years shall be guilty of a felony and, upon conviction thereof, shall be punished by imprisonment for not less than one nor more than five years.

(e) Upon a second or subsequent conviction under subsection (b) of this Code section, a person shall be guilty of a felony and, upon conviction thereof, shall be imprisoned for not less than one nor more than five years and, in addition, shall be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(f) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable.

Georgia Code § 16-6-3. Statutory rape

(a) 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.

(b) Except as provided in subsection (c) of this Code section, a person convicted of the offense of statutory rape shall be punished by imprisonment for not less than one nor more than 20 years; provided, however, that if the person so convicted is 21 years of age or older, such person shall be punished by imprisonment for not less than ten nor more than 20 years. Any person convicted under this subsection of the offense of statutory rape shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c) If the victim is at least 14 but less than 16 years of age and the person convicted of statutory rape is 18 years of age or younger and is no more than four years older than the victim, such person shall be guilty of a misdemeanor.

(d)(1) As used in this subsection, the term “sexual felony” shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the felony offense of statutory rape when the individual convicted was 21 years of age or older, shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

Georgia Code § 16-6-22. Incest

(a) A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 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:

- (1) Father and child or stepchild;
- (2) Mother and child or stepchild;
- (3) Siblings of the whole blood or of the half blood;
- (4) Grandparent and grandchild of the whole blood or of the half blood;
- (5) Aunt and niece or nephew of the whole blood or of the half blood; or
- (6) Uncle and niece or nephew of the whole blood or of the half blood.

(b) A person convicted of the offense of incest shall be punished by imprisonment for not less than ten nor more than 30 years; provided, however, that any person convicted of the offense of incest under this subsection with a child under the age of 14 years shall be punished by imprisonment for not less than 25 nor more than 50 years. Any person convicted under this Code section of the offense of incest shall, in addition, be subject to the sentencing and punishment provisions of Code Section 17-10-6.2.

(c)(1) As used in this subsection, the term “sexual felony” shall have the same meaning as set forth in paragraph (2) of subsection (j) of Code Section 16-5-21.

(2) Any person having been previously convicted of a sexual felony who is convicted of the offense of incest shall be punished by imprisonment for life or a split sentence that is a term of imprisonment followed by probation for life. As a condition of probation, the court shall impose the requirement of electronic monitoring as set forth in paragraph (14) of subsection (a) of Code Section 42-8-35.

Georgia Code § 19-13A-1. (Dating Violence)

As used in this chapter, the term:

(1) “Dating relationship” means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement.

(2) “Dating violence” means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or who are currently, or within the last 12 months were, in a dating relationship:

(A) Any felony; or

(B) Commission of the offenses of simple battery, battery, simple assault, or stalking.

Georgia Code § 19-13-1. “Family violence” defined (Domestic Violence)

As used in this article, the term “family violence” means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

(1) Any felony; or

(2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term “family violence” shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

Georgia Code § 16-5-90. Stalking

(a)(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms “computer” and “computer network” shall have the same meanings as set out in Code Section 16-9-92; the term “contact” shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term “place or places” shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term “harassing and intimidating” means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent

injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

(b) Except as provided in subsection (c) of this Code section, a person who commits the offense of stalking is guilty of a misdemeanor.

(c) Upon the second conviction, and all subsequent convictions, for stalking, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than one year nor more than ten years.

(d) Before sentencing a defendant for any conviction of stalking under this Code section or aggravated stalking under Code Section 16-5-91, the sentencing judge may require psychological evaluation of the offender and shall consider the entire criminal record of the offender. At the time of sentencing, the judge is authorized to issue a permanent restraining order against the offender to protect the person stalked and the members of such person's immediate family, and the judge is authorized to require psychological treatment of the offender as a part of the sentence, or as a condition for suspension or stay of sentence, or for probation.

Georgia Code § 16-1-3. (Consent)

“Without his consent” means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

Disciplinary Proceedings

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

Disciplinary complaints may be made by any campus community member and should be directed to the Title IX Coordinator at 1630 Metropolitan Pkwy, Building 600, Room 215, Atlanta, GA 30370, 404-756-4047, HR@atlm.edu , or online at [Complaint/Incident Report | Atlanta Metropolitan State College Advocate System](#). Complaints to the Title IX Coordinator will not initiate a law enforcement investigation.

Disciplinary proceedings for accused students will be handled by The Office of Student Success. Disciplinary proceedings for accused staff will be handled by the Human Resource Director pursuant to the Sexual Misconduct Policy. Disciplinary proceedings for the accused faculty will be handled by the Provost Office.

In all proceedings, both the Complainant and Respondent are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice. In our proceedings, any individual alleged to have experienced conduct that violates this Policy is considered a Complainant, and any individual alleged to have engaged in conduct that violates this Policy is considered a Respondent. A third-party individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint is viewed as a Reporter.

The Office of Student Success will handle disciplinary proceedings for students, and the Human Resources Office will handle disciplinary proceedings for employees.

What to Expect

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

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

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

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

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

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

Prompt, Fair, and Impartial Proceedings

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

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

Officials responsible for the resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking; how to conduct an

investigation; and how to conduct a hearing that protects the safety of victims and promotes accountability.

Timeframes and Notice

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

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

Amnesty

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

Advisor of Choice

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

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

provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

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

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

Interim Measures

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Interim measures may include but are not limited to: Change of housing assignment; issuance of a "no contact" directive; Restrictions or bars to entering certain institution property; Changes to academic or employment arrangements, schedules, or supervision; Interim suspension; and Other measures designed to promote the safety and well-being of the parties and the institution's community.

Informal Resolution

Formal Complaints may be resolved informally, except in an allegation by a student against a college employee. The following must be met to proceed with the informal resolution process:

- The parties have received written notice of the allegations.
 - The parties have received a written explanation of the informal process to include, but not limited to:
 - Written agreement of the parties to initiate the informal resolution process.
 - Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution.
 - Written notice that the final resolution precludes any further college actions on the allegations.
- The College has agreed to engage in the informal resolution process.

Investigation

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged sexual misconduct, be provided an opportunity to respond, and be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility is made, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, their advisors, and appropriate officials.

The parties shall receive written notice of the report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable College policies. Sufficient details include the identities of the parties involved (if known), the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident (if known). This information will be supplemented with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided simultaneously to both parties via college e-mail.

Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice.

Throughout the sexual misconduct processes, the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.

If the Respondent admits responsibility, the process may proceed with the sanctioning phase or, if appropriate, be informally resolved.

An investigator shall conduct a thorough investigation and obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

The initial investigation report shall be provided to the Complainant, the Respondent, and their respective advisors, where appropriate. This report summarizes the relevant evidence and testimony gathered during the investigation. After the investigation report, the investigator will recommend whether there is sufficient information to support a charge and to go forward with a hearing. This is not a recommendation as to responsibility.

The Complainant and Respondent shall have at least ten calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation.

Hearing -Student Respondent

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

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

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

In Title IX Hearings the parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event,

the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.

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

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

Hearing – Faculty Respondent

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

Additional procedures for faculty Respondent matters:

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

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

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

Hearing- Staff Respondent

Matters involving alleged Title IX Sexual Misconduct must be heard at a live-hearing. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence. The institution will determine how the facts or evidence will be introduced. Notice of the date, time, and location of the hearing as well as the designated Hearing Officer shall be provided via email at least 10 open campus days prior to the hearing. Hearings shall be conducted in-person or via video conferencing technology. Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised. Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Possible Sanctions

Possible Sanctions-Student Respondent

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

- Suspension/Administrative Leave: Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- Temporary or Permanent Reassignment: Forced reassignment of lateral or lesser courses or employment position at the Institution for a specified time or a permanent duration as per policy as they relate to course duration or employment provisions.
- Probation: Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.
- Reprimand: A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- Coaching/Educational Conversation: A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- Restitution: Reimbursement for damages to or loss of property.
- Education/Training: Work, service assignments, or other related educational activities.
- Temporary or Permanent separation of the Parties (e.g., change in classes, no contact orders, limiting geography of where Parties can go on campus, etc.)

Possible Sanctions-Staff Respondent

- Termination: Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been reviewed, considered, and exhausted.
- Suspension/Administrative Leave: Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- Temporary or Permanent Reassignment: Forced reassignment of lateral or lesser courses or employment position at the University for a specified time or a

permanent duration as per policy as they relate to course duration or employment provisions.

- Probation: Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.
- Reprimand: A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- Coaching/Educational Conversation: A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- Restrictions: Excluding or limiting participation in University activities, committees, groups, organizations, etc. Excluding or restricting rights such as driving or parking on campus, access to campus facilities, etc.
- Restitution: Reimbursement for damages to or loss of property.
- Education/Training: Work, service assignments, or other related educational activities.
- Temporary or Permanent separation of the Parties (e.g., change in classes, no contact orders, limiting geography of where Parties can go on campus, etc.)

Possible Sanctions-Faculty Respondent

- Expulsion or Termination: Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although it may be imposed on the first offense, it is usually administered after other methods of discipline have been reviewed, considered, and exhausted.
- Suspension/Administrative Leave: Forced withdrawal from the University for a specified time which includes not being able to be on campus. Only the Title IX Coordinator or their designee (Human Resources in the case of Employees) may grant permission to visit campus. Administrative Leave, for employees, may be unpaid.
- Temporary or Permanent Reassignment: Forced reassignment of lateral or lesser courses or employment position at the University for a specified time or a permanent duration as per policy as they relate to course duration or employment provisions.
- Probation: Notice that any further conduct violation may result in suspension, administrative leave, expulsion, or termination. Conduct Probation might include one or more of the following: setting restrictions, issuing a reprimand, or restitution.

- Reprimand: A designated individual (e.g., Title IX Coordinator, Human Resources, supervisor, etc.) to issue an oral or written statement expressing disapproval of behavior.
- Coaching/Educational Conversation: A meeting to discuss the behavior, the impact on others, and the ramifications. The discussion will also include how to avoid similar conduct in the future.
- Restrictions: Excluding or limiting participation in the Institution activities, committees, groups, organizations, etc. Excluding or restricting rights such as driving or parking on campus, access to campus facilities, etc.
- Restitution: Reimbursement for damages to or loss of property.
- Education/Training: Work, service assignments, or other related educational activities.
- Temporary or Permanent separation of the Parties (e.g., change in classes, no contact orders, limiting geography of where Parties can go on campus, etc.)

Student Appeals

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

Both parties shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information sufficient to alter the decision or other relevant facts not brought out in the original hearing (or appeal) because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including, but not limited to, whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision-makers (s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, set forth one or more of the bases outlined above, and be submitted within five business days of the date of the final written decision. The appeal should be made to the College President or their designee.

The appeal shall only be a review of the record, and no new meeting with the Respondent or any Complainant is required. The President or their designee might affirm the original

finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President or their designee's decision shall be rendered within ten days. Notice shall be disseminated simultaneously by the Title IX Coordinator in writing to the parties within a reasonable period. The President or their designee's decision shall be the college's final decision.

Should the Respondent or Complainant (where applicable) wish to appeal the final College decision, they may request review by the USG Board of Regents. Applications for Discretionary Review of the President's decision by the

University System of Georgia may be made under BOR Policy 6.26 and must be submitted in writing to the University System Office within 20 calendar days following the final College decision.

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

Employee Appeals

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

The appeal must be made in writing, set forth one or more of the bases outlined above, and be submitted within five business days of the date of the final written decision. The appeal should be made to the President of the institution solely on the three grounds set forth. The appeal shall only be a review of the record, and no new meeting with the Respondent or the Complainant is required. The President may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case

back to the decision maker to correct a procedural or factual defect or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be simultaneously issued in writing to the Complainant and the Respondent within a reasonable period. The President's decision shall be the institution's final decision. Should the Respondent or Complainant wish to appeal the President's decision, they may request a review by the Board of Regents in accordance with the Board of Regents Policy on Discretionary Review.

Additional information may be found here:

<https://www.usg.edu/policymanual/section6/C2714/> .

Bias Prohibition for Student Respondents

Any party may challenge the participation of any college official, employee, or student panel member in the process on the grounds of personal bias by submitting a written statement to the College's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The College's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

Title IX Proceedings

When the Title IX Coordinator has determined a complaint meets the Title IX definition of "sexual harassment," including both the nature of the alleged misconduct and the context where it is alleged to have occurred (see the definition of Title IX Sexual Harassment in this policy statement), federal regulations require the College to apply specialized handling of these matters that may differ from the handling of other sexual misconduct.

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

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

Informal Resolution

Formal Complaints may be resolved informally, except in an allegation by a student against a college employee. The following must be met to proceed with the informal resolution process:

- The parties have received written notice of the allegations.
- The parties have received a written explanation of the informal process to include, but not limited to:
 - Written agreement of the parties to initiate the informal resolution process.
 - Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution.
 - Written notice that the final resolution precludes any further college actions on the allegations. • The College has agreed to engage in the informal resolution process.

Definition of Consent

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

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

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

Confidentiality

Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health

centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

Confidential Employees or Privileged Employees may receive reports of Sexual based Misconduct without the requirement to report that information to the coordinator, except as dictated by law or professional standards. Upon request from the Complainant, Confidential Employees and Privilege Employees may make a report to the Coordinator within the degree of specificity dictated by the Complainant.

Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act. In addition, the integrity of the process depends on ensuring reasonable confidentiality and reports of Clery incidents need not include personally identifying information about the victim.

The Title IX Coordinator will keep confidential (to the extent possible and as per applicable institutional and USG policies) the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for conducting the investigation and for coordinating interim measures, sanctions or for health, welfare, and safety reasons, and to government agencies who review the College's compliance with federal law. Institution members involved in an administrative investigation and any proceedings have the same strict obligations to keep all information they learn confidential (to the extent possible and as per applicable institutional and USG policies), subject to the limited exception when necessary to protect health, welfare, or safety. Information about complaints and reports, absent personally identifiable information, may be reported to institution officials and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

Federal VAWA Offense Definitions

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

Sexual Assault: Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

Dating violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

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

(ii) For the purposes of this definition—

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

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

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

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

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

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

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

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

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

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

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

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

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

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

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

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

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

Clery Act Crime Definitions

The Clery Act requires that institutions disclose statistics for reported crimes based on strict definitions. These definitions may vary from state and local legal definitions. There are four general categories of offense tracked by the Clery Act; Hierarchy Crimes, Hate

Crimes, Violence Against Women Act (VAWA) Crimes, and Arrests and Disciplinary Referrals for Weapons, Drugs, and Alcohol Offenses.

Clery Hierarchy Crime Definitions

The hierarchy rule is the FBI UCR rule that when more than one criminal offense was committed during a single incident, only the most serious offense is counted. In order of hierarchy these crimes are:

- **Criminal Homicide - Murder and Non-negligent Manslaughter** – The willful (nonnegligent) killing of one human by another. Does not include suicides, fetal deaths, traffic fatalities, justifiable homicides, attempts to murder, and accidental deaths.
- **Criminal Homicide - Manslaughter by Negligence** – The killing of another person through gross negligence. Does not include deaths through their own negligence, accidental deaths, and traffic fatalities.
- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Defined under Georgia law as father and child or stepchild, mother and child or stepchild, siblings of whole or half-blood, grandparents and grandchild, and aunt or uncle and niece or nephew (O.C.G.A. § 16-6-2)
- **Statutory Rape** – Sexual intercourse with a person who is under statutory age of consent. In Georgia, this age is 16 (O.C.G.A. § 16-6-3).
- **Robbery** – The taking of or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an

aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

- **Burglary** – The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. This includes motor vehicle theft in all cases where automobiles are taken by persons not having lawful access even though the vehicle are later abandoned – including joyriding. Motor vehicles include cars, trucks, vans, buses, or other similar vehicles that serve the primary purposes of transporting people and cargo and snowmobiles, motorcycles, scooters, mopeds, golf carts, ATVs, and motorized wheelchairs.
- **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.

Clery Hate Crimes Definition

A hate crime is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Institutions must compile crime statistics for any of the following offenses that are motivated by any of the listed biases. Although there are many possible categories of bias, under the Clery Act only the following eight categories are reported:

Categories of Bias

- Disability
- Ethnicity
- Gender
- Gender Identity
- Race
- Religion
- National Origin

- Sexual Orientation

Criminal Offenses

- **Murder and Non-negligent manslaughter** – See Above Definition
- **Rape, Fondling, Incest, and Statutory Rape** – See Above Definition
- **Robbery** – See Above Definition
- **Aggravated Assault** – See Above Definition
- **Burglary** – See Above Definition
- **Motor Vehicle Theft** – See Above Definition
- **Arson** – See Above Definition
- **Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks etc. are excluded.
- **Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests and Disciplinary Referrals for Violations of Weapon, Drug, and Liquor Laws Clery Definitions

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

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

Drug Abuse Violations – 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. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Laws – 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.

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

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

Clery Unfounded Crimes

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

Weapons on Campus

The Georgia law commonly known as the "Campus Carry" legislation went into effect on July 1, 2017. This law was modified on April 13, 2022, by Senate Bill 319, which removed the license requirement.

This law was later modified by the “Georgia Constitutional Carry Act” of 2021 which removed the license requirement while keeping all other detailed restrictions the same.

Under the law, and with a few exceptions, lawful weapons carriers may carry concealed handguns in public university classes if they are conducted in buildings and facilities not otherwise exempt from the law. Lawful weapons carriers may not carry handguns to classes in which high school students are enrolled. It is a misdemeanor for a weapons carrier to possess a weapon in an area that is exempt under the law, and it will be the responsibility of those weapons carriers who choose to carry handguns on campus to know the law and understand where they can go on campus while carrying. Failure to abide by the law by a student may also be a violation of the Student Code of Conduct.

Only law enforcement personnel will be responsible for enforcing the campus carry law. If you have questions or concerns about enforcement, you may contact the Department of Public Safety at 678-466-4050.

Exceptions

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Lawful weapons carriers may possess weapons while under the lawful weapons carrier’s physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A lawful weapons carrier may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- i. Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity or sorority houses;
- ii. Not apply to any preschool or childcare space located within such buildings or real property;

- iii. Not apply to any room or space being used for classes related to college and career academy or other specialized school as provided for under Georgia Code Section;
- iv. Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the “Move on When Ready Act” as provided for under Georgia Code Section 20-2-161.3;
- v. Not apply to faculty, staff or administrative offices or rooms where disciplinary proceedings are conducted; and
- vi. Only apply to the carrying of handguns which are concealed.

Definitions

“**Weapon**” means and includes any pistol, revolver, or any instrument 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, knuckles, whether made of metal, thermoplastic, wood, or other similar material, 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 nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disk, 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 instrument of like kind, and any stun gun or taser as defined in subsection (a) of Georgia Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the faculty member.

“**Handgun**” means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term “handgun” shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.

“**Electroshock weapon**” means a stun gun or taser or similar commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge.

“**Concealed**” means carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others. Such term shall include, but not be limited to, carrying on one’s

person while such handgun is substantially, but not necessarily completely, covered by an article of clothing which is worn by such person, carrying within a bag of a nondescript nature which is being carried about by such person, or carrying in any other fashion as to not be clearly discernible by the passive observation of others.

“Preschool or childcare space” means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1 of Title 20 of the Code of Georgia.

Registered Sex Offender Policy Statement

The federal Campus Sex Crimes Prevention Act (CSPCS) requires sex offenders already required to register in a State to provide notice 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.

Information about registered sex offenders carrying on a vocation and/or enrolled at Atlanta Metropolitan State College may be found <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

The CSCPA further amended the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Housing Operations Manual Addendum – Missing Persons Procedure

AMSC doesn't have on-campus student housing.

Annual Crime Statistics

Atlanta Metropolitan State College

| Offense | Year | Clery Geography | | | | |
|---------------------------------|------|---|-------|-----------------|--------------------------------|-----------------|
| | | On Campus | | | Noncampus Building or Property | Public Property |
| | | Student Housing Facilities (no student housing) | Other | On Campus Total | | |
| Murder and Non-Negligent Murder | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Rape | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Incest | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Arson | 2022 | 0 | 0 | 0 | 0 | 0 |

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| | 2023 | 0 | 0 | 0 | 0 | 0 |
|------------------------|-------------|-------------------------------|-------|-----------------|--------------------------------|-----------------|
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| VAWA Statistics | | | | | | |
| | | | | | | |
| Offense | Year | Clery Geography | | | | |
| | | On Campus | | | Noncampus Building or Property | Public Property |
| | | Residential Facilities (none) | Other | On Campus Total | | |
| Dating Violence | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 2022 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2024 | 0 | 0 | 0 | 0 | 0 |

AMSC | Atlanta Campus Arrests and Referrals

| Offense | *Residential Facility (none) | | On-Campus Total | | Non-campus Building or Property | | Public Property | |
|------------------------------|------------------------------|----------|-----------------|----------|---------------------------------|----------|-----------------|----------|
| | Arrest | Referral | Arrest | Referral | Arrest | Referral | Arrest | Referral |
| Liquor Law Violations | | | | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | | | | | | | | |
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2025 Atlanta Metropolitan State College Annual Security and Fire Safety Report

| Illegal Weapons Possession, Use, etc. | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> | <i>Arrest</i> | <i>Referral</i> |
|--|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| *AMSC doesn't have Residential Facilities* | | | | | | | | |

Atlanta Metropolitan State College Hate Crimes

For the 2022, 2023, and 2024 reporting years there were no crimes committed that fall under the category of Hate Crimes according to Clery definitions at AMSC campus Clery geography.

Unfounded Crimes at the AMSC Location

There was no unfounded crime at the AMSC Campus location for the 2022, 2023, or 2024 years.

Annual Fire Safety Report

AMSC does not have student housing.

Annual Security and Fire Safety Report Record Keeping Requirements

As required by the federal Clery Act Atlanta Metropolitan State College retains at least seven (7) years all records documenting reports of Clery crimes made to the Department of Public Safety, other Campus Security Authorities, and local law enforcement. This will include the timely warning determination for each report, and if a timely warning was made a copy of that warning. Also retained are records of all crime prevention and educational programming offered, including but not limited to security procedures, alcohol and other drugs, and sexual violence, across the institution.

AMSC retains all entries made in the daily crime and fire log, if applicable, for at least seven (7) years. Copies of these archived entries will be made available for public inspection within two business days of a request.

For a period of seven (7) years, AMSC will maintain records of:

1. Each investigation conducted involving reported sexual misconduct, including any determination regarding responsibility and any audio or audio-visual recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to Institution programs or activities;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom;
4. Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response