

2025

Annual Security & Fire Safety Report



SOUTH GEORGIA
STATE COLLEGE

Douglas & Waycross
Campuses
September 2025

ANNUAL SECURITY & FIRE SAFETY REPORT

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Message from the Chief of Police

Greetings,

As the Chief of Police at South Georgia State College (SGSC), I am honored to present the 2025 Annual Security & Fire Safety Report. This report underscores our commitment to creating a safe, secure, and welcoming environment for all members of the campus community.

At SGSC, we believe that safety is a shared responsibility. Our dedicated police department, comprised of experienced and highly trained personnel, works tirelessly to ensure that our campus remains a safe and secure environment where students, faculty, staff, and visitors can thrive. We emphasize crime prevention, preparedness, responsiveness, and community engagement in all our efforts.

Our officers serve in multiple roles, including protector and mediator, as well as enforcer and information provider, engaging with the campus community and addressing their concerns. We collaborate closely with our outstanding support staff, campus community members, and law enforcement partners to maintain the secure environment we all value.

While SGSC boasts a low crime rate, we remain vigilant against potential threats. Our proactive programming aims to educate and empower our campus community, ensuring everyone has the knowledge and tools to stay safe.

I encourage you to read this report thoroughly and familiarize yourself with the resources and protocols. You contribute to a safer, stronger campus by staying informed and engaged.

Thank you for your continued commitment to safety. Together, we can ensure that SGSC remains a vibrant and secure community where people can learn, live, work, and play.

Sincerely,
Sonja McCulloch
Chief of Police
South Georgia State College



Introduction

We are pleased to present the 2025 Annual Security and Fire Safety Report (ASFSR) for South Georgia State College's Douglas and Waycross Campuses.

The Jeanne Clery Campus Safety Act mandates the annual production of this report. Ensuring the health or safety of students, faculty, staff, and visitors is the responsibility of the SGSC Clery Compliance Committee, comprising representatives from the Police Department, Human Resources, Academic and Student Affairs, Registrar, Athletics, Facilities, Title IX, Institutional Effectiveness, Residence Life & Housing, Student Success, and the Waycross Campus.

The ASFSR also provides crime and fire statistics for 2022, 2023, and 2024.

SGSC makes every effort to reduce the likelihood of criminal conduct and dangerous situations. However, despite their best efforts, criminal activity may still occur. The institution emphasizes that safety and security are shared responsibilities, and community involvement, along with the principle of "If you see something, say something," is crucial.

We encourage you to read this message and become familiar with the safety programs and services offered by the College.

If you have any questions about this publication, please get in touch with the Clery Compliance Coordinator at jim.lynch@sgsc.edu or the Chief of Police at sonja.mcculloch@sgsc.edu.

Safety and South Georgia State College

SGSC is committed to the safety and well-being of its campus community and visitors. The College has established procedures, policies, and programs to promote a safe and secure learning and working environment. No city, no matter how large or small, and no institution of higher education can be completely devoid of crime.

SGSC believes that a safer campus results from a partnership between multiple constituencies, commencing with individual efforts. The following information is provided to help each community member and visitor contribute to a safer SGSC.

SGSC, a state college within the University System of Georgia (USG), is a multi-campus, student-focused institution that offers associate and select baccalaureate degree programs of the highest caliber. The institution offers innovative teaching and learning opportunities, a diverse range of student activities and athletic programs, access to unique ecological sites, and various housing options, all designed to foster a diverse, globally oriented, and supportive learning environment. SGSC's main service area encompasses 15 counties in southern Georgia, with campuses in Douglas and Waycross.

South Georgia State College has partnered with Valdosta State University (VSU) to offer an entry program on its campus. The Entry Program strives to prepare students for sophomore-level courses at VSU. Entry program students complete any learning support requirements and required high school curriculum deficiencies while earning 30 credit hours in the USG core curriculum.

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SGSC offers 20 academic transfer pathways within its three associate degree programs—Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Science in Nursing (A.S.N.). In addition, SGSC provides five bachelor's degree programs designed to support the economic growth and workforce needs of south-central Georgia: Bachelor of Science in Nursing (R.N. to B.S.N.), Bachelor of Science in Biological Sciences, Bachelor of Science in Elementary and Special Education, Bachelor of Science in Management, and Bachelor of Science in Mechanical Engineering Technology.

Despite the attractive campus surroundings and locations, it is important to remember that SGSC, like all colleges, is not immune to emergencies or crime. The College urges everyone to exercise the required individual and group safeguards, whether residing, studying, working, or having fun on the Douglas or Waycross Campus. Everyone in the area is urged to call the SGSC Police Department immediately if they witness dangerous situations, fires, or criminal activity.

Accessibility Statement

If you need this document in an alternate format (i.e., Braille, large print, audio, etc.) for accessibility purposes, please email Disability Services at disabilityservices@sgsc.edu.

Separate Campuses

Unless otherwise indicated, all policy statements in this report apply to Douglas and Waycross Campuses. The Valdosta State University (VSU) Police Department maintains records of crime statistics for the SGSC Entry Program at VSU, which can be accessed on the [VSU website](#).

Prohibition of Discrimination and Harassment Policy

In accordance with applicable federal and state laws, the University System of Georgia (USG) prohibits its faculty, staff, and students from engaging in any form of prohibited discrimination or harassment based on protected status (including sexual harassment). It expects these individuals to refrain from committing acts of bias within the System's jurisdiction. The USG complies with applicable State and Federal law, which provides that it shall be an unlawful discriminatory practice for any employer because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing.

This policy ensures compliance with federal and state laws, including Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), Title IX of the Education Amendments of 1972 ("Title IX"), Title II of the Genetic Information Act of 2008 ("Title II"), the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Age Discrimination in Employment Act (ADEA) and any another other applicable federal and state law.

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Preparation of Annual Security Report & Disclosure of Crime Statistics

The Jeanne Clery Campus Safety Act, originally enacted in 1990 as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, was designed to help campus communities make informed safety decisions by requiring colleges and universities to disclose specific campus security information to current and prospective students and employees on an annual basis; in 1998, the Higher Education Act and subsequent amendments to its implementing regulations (34 C.F.R. §668.46) significantly expanded institutional responsibilities under the law, at which point the legislation was formally renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly known today as the Clery Act.

The College has designated a position (Clery Compliance Coordinator) as the principal official responsible for guiding and directing institutional compliance with all laws and regulations under the Clery Act and overseeing the implementation of institutional policies and procedures necessary to ensure compliance. The coordinator is responsible for ensuring Clery compliance, publishing the Annual Security and Fire Safety Report, and submitting the annual statistical report to the U.S. Department of Education. Personnel from the South Georgia State College Police Department, the Clery Compliance Committee, and the Clery Compliance Coordinator collect and compile the statistics, information, and other data required for the Report for the Douglas and Waycross Campuses in accordance with applicable statutory and regulatory requirements. Individual campus departments and units are responsible for ensuring that the Report accurately reflects policy statements pertinent to their operations.

Recordkeeping

SGSC conforms to guidelines established by the Clery Act, Georgia State law, and the USG Records Retention Schedules for maintaining supporting Clery documentation. All supporting records must be kept for three years following the publication of the last annual campus security report to which they apply. The records retention period is seven years after the date an incident was reported because each annual report includes data from the past three years.

All records documenting reports of Clery crimes made to Campus Police, other Campus Security Authorities, and local law enforcement include, but are not limited to:

- Crime reports and Daily crime logs
- Records of arrests and referrals for disciplinary action
- Timely warnings and emergency notifications
- Communications with local law enforcement and Campus Security Authorities (CSAs) related to Clery Act compliance
- Correspondence with the U.S. Department of Education regarding Clery Act compliance
- Copies of notices to the campus community regarding the availability of the Annual Security and Fire Safety Report
- All materials used to train Title IX Coordinators, investigators, and decision-makers who facilitate an informal resolution process
- Campus Security Authority reports
- Local law enforcement reports
- Documentation of crime prevention and educational programming offered

Each investigation conducted involving reported sexual misconduct, including any determination regarding responsibility and any audio or audio-visual recording or transcript, any disciplinary sanctions

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imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to College programs or activities; Any appeal and the result therefrom; Any informal resolution and the result therefrom; and Any supportive measures or actions taken in response to a report or formal complaint under this policy and the rationale for the measure/response.

In summary, VAWA offense case files include:

- Investigation records
- Disciplinary proceedings
- Accommodations and protective measures provided
- Appeals and their outcomes

Reporting Crimes and Other Emergencies

Involvement from the campus community is essential to preventing crime. Crime prevention rests not only with the SGSC Police Department, but also with each faculty member, staff member, and student at South Georgia State College. The College encourages the prompt reporting of crimes or other emergencies to the SGSC Police Department, Department of Public Safety, and/or appropriate police agencies, when the victim of a crime elects to or is unable to make such a report. This is especially important if the victim of a crime elects not to or cannot do so. Any suspicious activity or persons loitering around vehicles, inside buildings, or the Residence Halls should be reported immediately.

Reporting to the Police Department

All members of the campus community are encouraged to report all crimes and emergencies accurately and promptly to the SGSC Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the SGSC community when appropriate.

Crimes and emergencies may be reported in any one of the following ways:

Tiger Village I First Floor West Wing		
Douglas Campus	911	Report emergencies from any phone on or off-campus
	912.384.7675	Non-Emergency requests for police services
	912.260.4401	SGSC Police Department (Leave a message if there is no answer)
Administrative Building		
Waycross Campus	911	Report emergencies from any phone on or off-campus
	912.287.4335	Non-emergency requests for police services

These numbers connect directly with the 911 Center, allowing callers to report an accident or incident on any campus at any time. Remember to dial (9) 911 for life-threatening emergencies using a campus phone. In emergency situations off-campus, call 911.

Reporting Procedures

Remember that not reporting crimes allows perpetrators to commit additional, and perhaps more serious, crimes. Crime-solving often depends on how accurately and promptly the incident is reported.

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Therefore, you must provide as much of the following information as possible:

- The nature, type, and location of the incident.
- The number of persons involved and any distinctive characteristics (names, sex, race, age, height, hairstyle/color, glasses, clothing, etc.).
- Vehicles involved (color, type, make, model, license plate, distinctive characteristics (bumper stickers, damage, number of occupants, etc.).
- The direction of travel.
- Description of stolen property (item, manufacturer, serial number, value, color, etc.).

Reporting In-Person

Reports can be made in person at the SGSC Police Department headquarters on the Douglas Campus at Tiger Village I, 1st Floor, West Wing. SGSC Police personnel will respond as quickly and as safely as possible to requests for immediate assistance. Response time is based on current activity and the severity of the call. Crimes against people, crimes in progress, accidents with injuries, and medical assistance are prioritized over other calls. The SGSC Police Department will investigate a report when it is deemed an appropriate response. Additional information obtained via the investigation will also be forwarded to the appropriate department or office. All Department incident reports involving students alleging sexual violence, including sexual harassment, are shared with the SGSC Title IX Office and the Office of the Dean of Students & Housing for Student Success, who coordinate outreach and next steps.

Other Official Reporting Locations

In addition to the SGSC Police Department, community members may also report crimes and concerns at the following Douglas campus locations:

Official	Location	Contact Information
Police Personnel	Tiger Village I	912.384.7675/ 911 Emergency
Dean of Students and Housing for Student Success	Powell Hall	912.260.4416
Title IX Coordinator	Thrash Hall	912.260.4375
Assistant Director of Human Resources	Thrash Hall	912.260.4377
Director of the Waycross Campus	Administrative Building	912.449.7511

Anonymous Reporting

If you are a victim of a crime and do not want to pursue action within the USG or the criminal justice system, you may still submit information anonymously for inclusion in crime statistics. Reports may be made through the Anonymous Crime Report Form (<https://www.sgsc.edu/about/anonymous-crime-reporting-form>) or the Title IX Anonymous Complaint Form (<https://www.sgsc.edu/life-at-sgsc/title-ix-anonymous-complaint-form>).

Reporting to Campus Security Authorities (CSAs)

While the College prefers that community members promptly report all crimes and other emergencies directly to the SGSC Police Department, the College also recognizes that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities [CSA]."

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Who Are CSAs?

The Clery Act defines a Campus Security Authority as: "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 a person who has the authority and the duty to act or respond to particular issues on behalf of the institution."

CSAs are individuals who, because of their responsibilities at the College, are obligated to report information about alleged Clery crimes that are either reported to them or personally witnessed by them. SGSC Campus Security Authorities include:

- Athletic Coaching Staff & Trainers
- College President and Vice Presidents
- Coordinator of Student Engagement & Success
- Division Directors and Deans
- Faculty Advisors to Student Groups
- Faculty in Residence
- Police Personnel
- Residence Life Specialist for Student Success
- Resident Assistants
- Student Affairs Personnel
- Title IX Coordinator
- Tutorial Services Coordinator

CSA Responsibilities

The CSA should provide as much detail as possible about the incident to ensure an appropriate response and an accurate recording. The police need to know where the incident occurred (or is alleged to have occurred), have enough detail to classify the incident, and determine if a report has already been made. Additionally, a CSA must note the date the crime or incident occurred and the date it was reported. A crime reported to a CSA must be submitted to the SGSC Police Department for inclusion in the College's crime statistics.

CSAs are responsible for forwarding non-identifying, basic information about the type of crime and the incident location to the SGSC Police Department. This information is used for issuing Timely Warnings and for inclusion in the Annual Security and Fire Safety Report. Because personnel and job positions change, someone who is a CSA one year may not be a CSA the following year. Job functions must be considered when determining which individuals are CSAs. The Director of Human Resources and the CSA Identification Subcommittee conduct a quarterly review of the lists and functions of those individuals notated as CSAs.

CSA Training and Notifications

Employees are notified of their CSA status by the Office of Human Resources during the onboarding process and are required to complete the available training in Georgia View. The purpose of the training is for CSAs to:

- Identify and adhere to Clery Act requirements
- Recognize and fulfill their responsibilities as a campus security authority
- Properly engage with reporting parties

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- Locate relevant campus resources

The Director of Human Resources and CSA Identification Subcommittee conducts quarterly reviews of CSA lists and functions. Emails, training materials, and acknowledgments will be retained in accordance with [USG Retention Management Policies](#).

Reporting from Off-Campus Events and Locations

SGSC strongly encourages the prompt reporting of incidents that occur off campus to the appropriate law enforcement agency. The College has no officially recognized student organizations with non-campus locations.

If the SGSC Police Department is notified of an incident involving students and/or recognized student organizations or clubs, on or off campus, the Department will coordinate with the appropriate external law enforcement agencies and notify the Office of the Dean. SGSC requires all recognized student organizations and clubs to adhere to federal, state, and local laws, as well as institutional regulations – see the [SGSC Student Code of Conduct](#). The College does not have any officially recognized student organizations with non-campus locations.

Reporting to Professional Counselors

By federal law, professional and pastoral counselors, when acting as such, are not considered Campus Security Authorities (CSAs) and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

Reporting Clery Statistics

The SGSC Police Department submits these crime statistics to the U.S. Department of Education, whose website makes the report accessible to the public on the [Clery Compliance](#) web page. The Valdosta State University (VSU) Police Department keeps track of the crime statistics for the SGSC entry program at VSU, which can be accessed at [Valdosta State University](#).

Each year, an email notification that provides website access to this report is sent to all current SGSC students, faculty, and staff. The report can be found on the [Clery Compliance](#) web page.

Annually, an email notification that provides website access to the [Annual Security & Fire Safety Report](#) is sent to all current SGSC students, faculty, and staff. Prospective employees are notified of the availability of the Annual Security Report through an email distributed when applying for a position.

Crime Statistics Contributors

In addition to collecting reports from Campus Security Authorities (CSAs), the Clery Act requires certain departments and units, including Human Resources, Student Affairs/Residence Life, Athletics, and the Waycross Campus Administration, to provide or confirm crime statistics and related information. This ensures that crime data and policy statements accurately reflect the operations of each area. Even if individuals in these departments are designated as CSAs, the department itself still has an obligation to review its records and submit any incidents that may have occurred, or confirm that none did.

Compiling Clery Statistics

Each year, the Clery Compliance Committee compiles crime statistics for the Annual Security Report using data obtained from required sources, including the SGSC Police Department, Human Resources,

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Student Life/Residence Life, Athletics, Title IX, Waycross Campus Administration, Campus Security Authorities (CSAs), and local law enforcement agencies. The Committee reviews all submissions to ensure accuracy, completeness, and compliance with federal requirements.

The finalized report is then distributed to all students and employees and posted online for access by parents, prospective students, staff, and the general public.

This report is available online on the [Clery Compliance](#) web page. A printed copy is available by request from the Clery Compliance Coordinator (clery@sgsc.edu) or may be printed from the online PDF version on the [Clery Compliance](#) web page.

Daily Crime & Fire Log

The Police Department generates public crime and fire logs daily from reports received through the E911 Center, from Campus Security Authorities, and local law enforcement agencies. Entries are made and updated within 2 business days. The log records, in the order received, the nature, date, time, general location, and disposition (if known) of reported crimes. Crime logs are publicly available for inspection on the College website and in person at the Police Department during regular business hours. The most recent 60 days are available online, and archived logs are available within two business days of request and are retained for seven years.

Crime and fire logs are publicly available for inspection in person at the Police Department during regular business hours. Additionally, logs are publicly available online for the past 60 days and are retained electronically for a period of seven years. Archived copies will be made available for public inspection within two business days of a request. Access the daily crime and fire log online at: <https://www.sgsc.edu/about/clery-compliance>.

Timely Warnings and Emergency Notifications

Emergency Response Plan (ERP)

SGSC has established an Emergency Response Plan (ERP) to prepare for and manage significant emergencies or dangerous situations that pose an immediate threat to the health or safety of students, employees, and visitors on the Douglas and Waycross Campuses.

The ERP provides a framework for:

- Coordinating with local agencies and emergency responders.
- Identifying decision-makers and their roles during incidents.
- Managing communication, evacuation, and recovery efforts.

The SGSC Police Department oversees emergency preparedness and collaborates with local fire departments, emergency medical services (EMS), and emergency management agencies. The ERP aligns with legal requirements and institutional policies to safeguard the campus community.

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Timely Warnings

The Douglas and Waycross Campuses receive Timely Warnings from the SGSC Police Department when a situation in their vicinity constitutes an ongoing or continuing threat to the safety of students, employees, and visitors.

Timely Warning Notices are required under the federal Clery Act. This law requires colleges and universities to notify students and employees whenever a Clery-reportable crime poses a serious or ongoing threat to the campus community.

Timely warnings are disseminated for crimes required by law and for other reported crimes deemed appropriate under the circumstances, including those reported to Campus Security Authorities and local law enforcement agencies. The Clery Compliance Coordinator coordinates with both CSAs and local law enforcement to ensure all relevant crime reports are considered for timely warning issuance.

Issuance and Content

In the event of a reported Clery Act crime that SGSC considers to pose a threat to students and employees, the Chief of Police or an on-duty officer is responsible for determining, on a case-by-case basis, whether there is a continuing danger and issuing a warning. Timely warnings will be issued without delay as soon as the pertinent information is available.

When it is determined that a Timely Warning should be issued, communication will be delivered through the SGSC Mass Notification System, which may include campus email, phone calls, text messages, and postings on the SGSC homepage. A Timely Warning may include some or all of the following: the date, time, and location of the reported offense; a summary of the incident; a description of the suspect and/or vehicle; and any other incident-specific or safety-related instructions.

The College will ensure that the names and other identifying information of victims remain confidential. Timely warnings are not required for crimes reported to pastoral or professional counselors.

Emergency Notifications

When SGSC confirms that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, an Emergency Notification will be issued. Situations may include, but are not limited to, fire incidents, active threats, severe weather events, health emergencies, security threats, and incidents involving hazardous materials.

The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency Notification Process

The emergency notification process follows these four essential steps:

Step 1: Confirm the Emergency/Situation

- Process Description: Verification of credible threat through the 911 System, local emergency responders, or first-hand knowledge by authorized personnel

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- Responsible Person/Organization: SGSC Police Department, with consultation from local emergency management agencies when appropriate

Step 2: Determine Segments to Receive Notification

- Process Description: Assessment of threat scope to determine if notification should be campus-wide or limited to specific areas/populations based on the nature and location of the emergency
- Responsible Person/Organization: SGSC Police Chief or designee, in consultation with senior administration

Step 3: Determine the Content of the Notification

- Process Description: Development of clear, concise messaging that includes essential safety information, instructions, and any necessary warnings while protecting victim confidentiality
- Responsible Person/Organization: SGSC Police Chief or designee, with input from Director of Recruitment, Marketing, and Communications when time permits

Step 4: Initiate the Notification System

- Process Description: Deployment of emergency messages through multiple communication channels, including Blackboard Connect (email, phone, text), campus website, social media, and public address systems as appropriate
- Responsible Person/Organization: SGSC Police Department, the Director of Marketing and Communications, and IT personnel, with backup authorization for VP of Enrollment Management and Information Technology

Emergency Notification Authority Contacts

Anyone with information they believe should trigger an emergency notification should contact one of the following immediately to determine whether it is appropriate to initiate the emergency notification process:

Title	Contact Information
SGSC Police Officer	912.384.7675/ 911
Dean of Students & Housing for Student Success	912.260.4416
VP of Enrollment Management and Information Technology	912.260.4259
Director of Marketing and Communications	912.260.4461
Director of the Waycross Campus	912.449.7511

The entire campus will be notified when there is an impact on a substantial segment of the community or the situation threatens campus operations. Otherwise, notifications will be limited to the affected area of the campus community.

All final decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations rest with the President.

Emergency Notification Content

Emergency notifications will include relevant information such as the date, time, location, summary of the incident, and specific safety instructions. The emergency notification process addresses threats, including hazardous chemical spills, gas leaks, bomb threats, outbreaks of highly contagious diseases, impending natural disasters, active threats, and other situations that pose immediate danger.

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Delivery Methods

Multiple communication methods may be used to notify the campus community and surrounding areas of various emergency events that may impact SGSC students, staff, and faculty. These methods include:

Blackboard Connect

The SGSC Blackboard Connect message system will deliver Emergency Messages via email, phone, and/or text. Students are automatically subscribed to Blackboard messaging upon enrollment. SGSC employee office phone numbers and email addresses will be entered into the Blackboard Connect System by Human Resources and IT, respectively. Employees can “opt in” to receive texts and calls via cell phone and home phone notifications. All police department personnel, emergency response team members, and building coordinators are required to opt in with their home and cell numbers.

Contact information can be updated by contacting the IT Team members. Faculty, staff, and students may opt out through the SGSC Banner Self-Service system.

The System is populated with data extracted from SGSC information systems. Data extractions are performed several times each semester to ensure current information is available.

Other Notification Platforms

- [SGSC website](#)
- [SGSC Facebook web page](#)
- [SGSC Instagram web page](#)
- Building Telephone Paging Systems
- Public Address Systems

Communication with the Larger Community

In addition to the contact methods listed above, other emergency notification means for interested members of the public may include:

- SGSC website (sgsc.edu)
- Coffee/Ware County Emergency Management
 - The lead agency for emergencies encompasses the county's readiness, action, and recovery efforts for calamities such as natural disasters, extreme weather events, civil disturbances, and other occurrences that significantly endanger public safety or disrupt social order.

Follow-Up Information Regarding Emergency

The Chief of Police or the senior officer on duty will communicate with the appropriate college administrators, first responders and/or the National Weather Service to determine when it is appropriate to provide follow-up information to the community. Any updates will be disseminated using the same procedures and methods as the initial Emergency Notification.

Emergency Response and Evacuation Procedures

Emergency Preparedness

Designated responders handle different types of emergencies. The SGSC Police respond to criminal incidents and active threats. Local fire departments are responsible for managing fires and hazardous materials. Emergency medical services (EMS) address all medical emergencies. For large-scale events, the Emergency Response Team coordinates efforts across agencies.

The SGSC Police Department also oversees emergency preparedness. The Emergency Response Plan (ERP) is designed to help mitigate and prepare for natural disasters, severe weather, domestic unrest, and terrorist attacks. It aligns with legal requirements and institutional policies on emergency preparedness. The ERP identifies key decision-makers and their roles, and it establishes planning cycles that guide incident management during emergencies and crises.

Implementing the ERP is intended to safeguard the campus community and facilities against potential threats by establishing procedures for communication, command and control, effective coordination, and the use of institutional and community resources in response to a potentially hazardous event.

Drills and Tests

To ensure the effectiveness of campus emergency management plans, SGSC conducts emergency response and evacuation drills. These drills, mandated by Clery Act regulations, evaluate and assess emergency plans and capabilities based on various scenarios. Both announced and unannounced building evacuation drills are conducted.

SGSC conducts at least one emergency response and evacuation test each calendar year. In conjunction with at least one of these annual tests, SGSC also publicizes its emergency response and evacuation procedures to the campus community through campus-wide emails, social media, posters, or other public-facing methods. This ensures that students, faculty, and staff are familiar with the College's protocols.

Records of tests and drills document details such as dates, times, descriptions, and whether they were announced or unannounced. Components of the emergency notification system, including warning sirens and Blackboard messaging, are tested monthly by the SGSC Police Department on the first Wednesday of each month between 11:30 a.m. and noon. The outdoor alarm sounds with a chime and test message, while Blackboard Connect tests include email, text, and occasional phone notifications. The tests assess the institution's emergency plans and capabilities.

SGSC has established a process to notify the Douglas and Waycross Campus communities in emergencies that present an immediate or impending threat. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following are examples that may warrant an emergency notification after confirmation: extreme weather conditions (e.g., approaching tornado, hurricane, or other extreme weather events), gas leaks, terrorist incidents, active threats, bomb threats, civil unrest or rioting, explosions, nearby chemical or hazardous waste spills, and approaching fires.

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Evacuation Procedures

Building-specific and campus-wide evacuation plans are established to guide occupants in the event of an emergency. Evacuation signage, including clearly marked emergency exits, is posted in campus buildings; however, additional signage may vary by location. Evacuation orders may be communicated through sirens, text alerts, or public address systems. Depending on the nature, magnitude, and immediacy of the emergency, evacuations may involve a single building, a group of buildings, or the entire campus.

Evacuation information will be disseminated using any combination of useful communication mediums, given the nature of the incident. Information may include known hazards, general directions to travel or avoid, precautions to take, and where to assemble, if appropriate.

General Building Evacuation

- During emergencies prompting a building evacuation, exit through the nearest marked exit and alert others to do the same.
- Avoid using elevators in the event of a fire and/or earthquake.
- Once outside, proceed to predetermined areas so that everyone can be accounted for.
- Designated rally points are listed in campus emergency plans. After evacuating, individuals should report to these areas, await instructions, and check in with college staff if directed.
- Ensure streets, fire lanes, hydrant areas, and walkways are clear for emergency responders.
- Do not re-enter evacuated buildings unless authorized by fire or police personnel.

Campus-Wide Evacuation

- In cases requiring a campus-wide evacuation, all non-essential personnel must immediately leave.
- Proceed calmly to your vehicle or other modes of transportation.
- Exit the campus using available roadways and walkways.
- Exercise caution when driving and be mindful of pedestrians and others who may be leaving the campus.
- DO NOT RETURN TO CAMPUS until directed by College or Police Department officials.

Shelter-in-Place Procedures

To "shelter-in-place" means that you should make shelter in the building you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

- Remain indoors if you are already inside.
- Gather emergency supplies and a phone for communication.
- If outdoors, quickly enter the nearest building or follow instructions from emergency personnel.
- Choose an interior room above ground level with the least number of windows.
- Close and lock all windows (for a tighter seal) and exterior doors.
- Compile a list of individuals present to ensure public safety personnel are aware of your location.
- Please make yourself comfortable and await further instructions.

If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Seek shelter at the nearest campus building. If first responders are on the scene, follow their directions.

Campus Security Policies

SGSC prioritizes the safety and security of its students, employees, and visitors. The College maintains campus security policies that address law enforcement authority, collaboration with outside agencies, building access, and physical security measures to support a secure learning environment.

Campus Police Authority and Jurisdiction

The SGSC Police Department is the primary law enforcement agency on the Douglas Campus and provides safety and security services to the Waycross Campus in the evening hours. The Waycross Police Department responds to the campus for law enforcement-related issues. The Department is recognized by the Peace Officers Standards and Training (POST) Council as a law enforcement agency whose authority is derived from Georgia law.

The mission statement of the SGSC Police Department reads, "As members of the South Georgia State College Police Department, we are dedicated to excellence. We take pride in providing a secure learning environment and assisting those in need with honor and decency. We pledge to conduct ourselves in a manner that is beyond reproach by promoting unimpeachable ethical standards, professionalism, and honor." In addition to crime deterrence, prevention, and apprehension, the SGSC Police Department coordinates the institution's overall incident management planning and preparation, which includes, but is not limited to, facilitating the College's emergency operations plan; developing and conducting exercises to test plans; facilitating incident communication within the SGSC community; and conducting outreach education on college preparedness for students, faculty, and staff.

Under Section 20-3-72 of the Official Code of Georgia Annotated, SGSC campus police officers are granted the authority to make arrests on and within 500 yards of any property owned or controlled by the Board of Regents of the University System of Georgia. This legal authority empowers our officers to perform their duties effectively and ensures the safety of the campus community.

SGSC Police enforce federal, state, and local laws, as well as institutional policies. All SGSC police officers are certified peace officers of the State of Georgia, having completed rigorous training at a recognized police academy. They maintain their certification by meeting annual training requirements set by the Georgia Peace Officers Standards and Training (POST) Council, including recertification in firearms and the use of force.

SGSC officers are responsible for addressing criminal activity, responding to service calls, and assisting with crime prevention. In addition to filing applicable criminal charges, SGSC police refer students and employees who violate College rules and regulations to the appropriate disciplinary divisions within Student Affairs, Academic Affairs, and/or Human Resources.

Collaboration with Other Agencies

Personnel from the SGSC Police collaborate closely with local and state law enforcement agencies. When additional assistance is necessary, neighboring law enforcement agencies provide support under a "Memorandum of Understanding" (MOU) established with the SGSC Police Department. For serious crimes such as rape, murder, aggravated assault, and robbery, collaboration with local police, sheriff's offices, or state authorities is standard practice to ensure thorough investigations.

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Furthermore, SGSC leverages state and federal resources, including the Georgia Bureau of Investigation and the Federal Bureau of Investigation (FBI).

The Police Department maintains a Telecommunications Network terminal, enabling police personnel to access the National Crime Information Computer system and the Georgia Crime Information Center. These databases provide crucial criminal history data, driver and vehicle information, and other law enforcement information.

Security and Access to Facilities

Administrative buildings are open to students, employees, and guests during normal business hours. Academic buildings are scheduled to be open for educational or meeting purposes. Unless otherwise authorized, access to individual classrooms and laboratories is limited to faculty, staff, and students. Access to campus buildings and facilities may be obtained at other times with prior authorization from the College.

Access to academic and residential facilities is controlled via keycard systems, traditional locks and keys, and monitored entry points overseen by SGSC Police, Physical Plant, and Residence Life. Keys and keycards are issued by authorization only, with lost or stolen keys reported immediately for reissuance and possible rekeying.

Strategically located video surveillance cameras provide coverage of building access points, residence halls, and parking areas. These systems are monitored by Campus Police, and system functionality is checked regularly. Facilities staff, in coordination with SGSC Police, perform regular inspections of locking mechanisms, lighting systems, door hardware, and pathways. Identified issues are promptly addressed to maintain a safe environment.

Many events on campus are open to the public; however, other activities may be limited to students and employees only. Visitors may attend college events that are open to the public or require prior approval from the authorized representative. Visitors are required to adhere to the Code of Conduct.

Generally, the premises of the Douglas Campus are not in use after 11:00 p.m., except for residential students and approved overnight guests. The Waycross Campus is not in use Monday through Friday after classes have ended. Faculty and staff are granted access to campus buildings after hours, but must ensure the building is secure upon departure.

Buildings will be secured according to schedules developed by the department responsible for the facility. Examples of fluctuating building hours include the SGSC Library, Clower Center, Wellness Center, and Dining Hall. Emergencies may necessitate changes or alterations to posted schedules.

Security of Premises

The security of the premises is maintained through patrol efforts by SGSC personnel and local law enforcement entities. Additional methods of security include:

Video Surveillance

SGSC has extensive video monitoring capabilities. Video cameras are positioned strategically throughout the Douglas and Waycross Campuses. For more information, see the College's [Video Surveillance Policy](#). This policy outlines the standards for camera placement, access restrictions, and data retention periods.

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Someone is actively monitoring cameras during evening hours, Monday through Thursday. At other times, cameras are recording but may not be monitored in real-time; footage is reviewed when incidents occur.

Key Control

A comprehensive key control program is in effect at SGSC. A list of mechanical keys is established and maintained by Facilities personnel to meet campus needs. As needed, an audit of the list of issued keys is conducted. For more information, please reference the College's Access Control Policy. The Information Technology division is responsible for electronic access and maintenance. A concerted effort is made to determine the levels of security and permitted access areas.

Environmental Design & Exterior Lighting

Shrubby, trees, and other vegetation on campus are trimmed regularly. Trimming shrubbery deters individuals with criminal intent who may use such vegetation to disguise or hide. Facilities and Police personnel continually survey the campus grounds to ensure a safe environment.

Exterior lighting is an important part of the institution's safety commitment. Most parking lots, pedestrian walkways, and building exteriors are well-lit. A comprehensive survey of all exterior lighting is conducted by representatives of the Physical Plant and Police Department at least annually. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Physical Plant.

Locking Mechanisms

A cooperative effort between SGSC Police and facilities personnel is used to survey exterior doors, ensuring that each door and its locking mechanism are functioning properly. Exterior doors on campus are locked and secured each evening by the SGSC Police Department or building personnel. Door and security hardware operating deficiencies are reported by SGSC personnel to Facilities and IT when problems are observed.

Security and Maintenance of Facilities

SGSC maintains a strong commitment to campus safety and security, laboring diligently to maintain campus facilities and minimize hazardous conditions. The maintenance and security of campus buildings encompasses key control, maintenance of door hardware, replacement of broken windows, fire protection, ventilation, and life safety items, among other areas. The maintenance and security of campus facilities lie not only with the SGSC Physical Plant and Police Departments but also with all divisions of SGSC.

Regular Safety Assessments

The SGSC Police Department conducts routine patrols and safety checks on the Douglas and Waycross Campuses, including regular checks of pathways, hallways, and stairwells. These checks are conducted to ensure proper lighting, identify maintenance needs, and maintain safe passage for the campus community. Facilities and Police personnel continually survey the campus grounds to ensure a safe environment through environmental design considerations and ongoing maintenance of security infrastructure.

Physical Plant Responsibilities

Physical Plant is responsible for renovating, repairing, and operating all facilities at SGSC. These responsibilities include routine and preventive maintenance, repairs and renovations, as well as fulfilling

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service requests. The Facilities department is also responsible for ensuring the safety of all structures and equipment, as well as coordinating the licensure and inspection of all building-related equipment and facilities as required by law.

Residence Halls

Residence Halls are secured 24 hours a day and operate under a computerized access control system, which is maintained by Residence Life and Housing. Identification cards are coded so that only residential students can gain entry.

Access is limited to current residents, their registered guests, who are required to be registered upon entry at the desk, and approved campus community members. Residents are responsible for ensuring that guests are aware of the College and Residence Hall policies. During extended breaks, the doors of all halls are secured, and issued key cards are deactivated.

Missing Persons Policy (For Residential Students)

In compliance with the Clery Act (20 U.S.C. §1092(j); 34 C.F.R. §668.46(h)), the College has established the following policy and procedures for students who reside in on-campus housing. For purposes of this policy, “student” refers to any individual living in College-operated student housing.

A student will be considered missing if their absence is contrary to their usual pattern of behavior, and unusual circumstances may have caused the absence. Examples include, but are not limited to: concern that the student may be the victim of foul play, has expressed suicidal thoughts, may be drug dependent, may be in a life-threatening situation, or has been in the company of persons who may endanger the student’s well-being. A “reasonable period of time” without contact may vary depending on the time of day, the student’s schedule, habits, punctuality, and reliability.

If a residential student is determined to have been missing for 24 hours or more, the College will initiate the notification procedures required under federal law. Investigative efforts, however, may begin immediately upon receipt of a report.

Confidential Contact Information (34 C.F.R. §668.46(h)(2))

1. All students residing in on-campus housing are afforded the opportunity to designate a confidential contact person or persons to be notified if they are determined to be missing for 24 hours. The designation is made during housing registration and may be updated at any time by contacting the Office of Residence Life and Housing.
2. The confidential contact information is maintained by the Office of Residence Life and Housing and may only be accessed by authorized campus officials and law enforcement in furtherance of a missing student investigation.
3. If a student under the age of 18 and not emancipated is determined to be missing, the College will notify a custodial parent or guardian in addition to the designated confidential contact within 24 hours of the determination.

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Official Notification Procedures (34 C.F.R. §668.46(h)(3))

1. Any individual on campus who has reason to believe that a student is missing must immediately notify SGSC Police. SGSC Police will begin an investigation without delay.
2. SGSC Police will gather essential information (e.g., physical description, clothing last worn, last known location, known associates, vehicle information, class/work schedule, state of health, and photograph) and work with the Office of Residence Life and Housing and other officials to determine the student's whereabouts.
3. Efforts may include contacting the student's friends, associates, and employers; verifying attendance at class or work; and checking campus facilities.
 - a. If the student cannot be located, or once SGSC Police determines that a student has been missing for 24 hours:
 - b. The confidential contact designated by the student will be notified within 24 hours.
 - c. If the student is under 18 and not emancipated, the custodial parent or guardian will be notified within 24 hours. Appropriate local, county, or state law enforcement agencies will be notified immediately and without delay. The student will be entered into the GCIC/NCIC Missing Person databases, and SGSC Police will cooperate fully with outside agencies in accordance with law and applicable state and federal reporting requirements.

The Vice President for Academic and Student Affairs, the Dean of Students and Housing for Student Success, and/or the Chief of Police will assist in the notification process. In certain circumstances, notification may occur prior to the 24-hour point if deemed necessary for the student's safety. Law enforcement may also be notified prior to the 24-hour point if the circumstances warrant it.

For commuter students, the reporting person should notify local law enforcement directly. SGSC Police will assist as requested.

Well-Being Verification

If the student is located, SGSC Police will verify the student's safety and intention to return to campus. The student's name will be removed from GCIC/NCIC databases, and appropriate agencies will be notified. The student's confidential contact will also be informed of the student's return. Where appropriate, referrals will be made through the Uwell system or other campus support resources.

Alcoholic Beverages and Illegal Drugs Prohibitions

SGSC supports the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The College encourages a healthy environment for its students, employees, and guests. To this end, we

- adhere to the policies and procedures regarding a drug-free workplace established by the University System of Georgia;
- promote education and training programs regarding alcohol and other drug use/abuse;
- have an employee assistance program;
- provide wellness programs and activities for employees and students; and

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- are a drug, alcohol, and tobacco-free campus.

In the interest of the personal health and safety of the campus community, SGSC strictly prohibits the possession, manufacture, distribution, sale, or use of illegal drugs and alcohol on the Douglas and Waycross campuses. Police personnel will enforce all local, state, and federal laws regarding illegal drugs and alcoholic beverages, including underage drinking, participation in a college-sponsored trip or activity, and extend to students conducting College-related business/activities off-campus. Any student on or returning to the campus who is unable to control themselves because of the consumption of an alcoholic beverage violates the Student Code of Conduct and Alcohol and Other Drugs Policy.

Employees or students who violate the Alcohol and Other Drugs Policy will be subject to disciplinary action, up to and including termination of employment, expulsion from the College, and referral for criminal prosecution. By law, students convicted of certain drug offenses may lose their student financial aid eligibility for a specified period.

Board of Regents Policy Manual - Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by the Board of Regents Policy on Application for Discretionary Review.

Any disciplinary action will be consistent with the College's and the Board of Regents' policies, as well as local and Federal laws.

Any individual who violates Georgia law and/or the policies stated in the code of conduct in the student handbook may be subject to any or all of the following: expulsion, suspension, conduct probation, fines, and/or restitution or compensation.

These prohibitions apply, at a minimum, to all property owned or controlled by SGSC and to any activities conducted by the College, whether on or off campus, in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Some Alcohol-Related Crimes in the State of Georgia

It is illegal for:

- Minors (persons under the age of 21) to purchase or possess alcoholic beverages (Refer to O.C.G.A. 3-3-23(a)(2)).
- Adults to contribute to the delinquency of a minor through the purchase, sale, or providing of alcoholic beverages (Refer to O.C.G.A. 3-3-23 (q)(1).
- Anyone to use false identification to obtain any alcoholic beverage illegally (Refer to O.C.G.A. 3-3-23(a)(5).
- Anyone to operate a motor vehicle while under the influence (Refer to O.C.G.A. 40-6-391).
- Refusing to submit to a chemical test (Refer to O.C.G.A. 40-5-67.1, 40-6-392).
- Anyone to give an alcoholic drink to a person in a state of noticeable intoxication (Refer to O.C.G.A. 3-3-22).
- Anyone to possess an open container of alcohol in a vehicle (Refer to O.C.G.A. 40-6-253).

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- Anyone to be intoxicated, boisterous, or loud using profane or inappropriate language in a public place or on property not his own (Refer to O.C.G.A. 16-11-41).

Some Drug-Related Crimes in Georgia

It is illegal under Georgia law:

- To possess, manufacture, deliver, distribute, dispense, administer, or sell any amount of marijuana or other "controlled substances," such as methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, hashish, etc. This includes prescription medication without proper authorization (Refer to O.C.G.A. 16-13-30).
- Chase's Law amended O.C.G.A. 16-13-25 to make synthetic marijuana a Schedule I Controlled substance.
- To possess drug-related objects (Refer to O.C.G.A. 16-13-1, 16-13-32.2).
- To abandon controlled substances (Refer to O.C.G.A. 16-13-3).
- To possess drugs within one thousand feet of a school (Refer to O.C.G.A. 16-13-32.4).

If you have questions concerning alcohol or drug policies, procedures, referrals for disciplinary actions, and education programs, please contact one of the following:

- SGSC Police Department (912.384.7675 / 911)
- Dean of Students & Housing for Student Success (912.260.4416)
- Director of Human Resources (912.260.4301)

Alcohol and Other Drugs Prevention, Intervention & Recovery Support

In accordance with the Drug-Free Schools and Communities Act (DFSCA), SGSC conducts a biennial review of its Alcohol and Other Drug (AOD) programs and policies. This review evaluates the effectiveness of AOD initiatives, ensures the consistent enforcement of disciplinary sanctions, and supports institutional compliance with DFSCA requirements.

SGSC offers instruction on discouraging students and employees from abusing alcohol and illegal drugs. Services linked to drug use and misuse offered by the College include distributing instructional materials, counseling services, referrals, and disciplinary measures. In compliance with the Drug-Free Schools and Communities Act, SGSC has drug and alcohol abuse education programs available to the campus community.

The following table highlights several AOD programs.

Current Efforts	Intended Outcome	Frequency	Responsibility
Alcohol & Driving	Understand the dangers of driving under the influence of alcohol by simulating real-life situations and engaging in conversations on safe alternatives to driving under the influence of alcohol.	All Year	Coordinator of Student Engagement & Success
Alcohol Trivia	Understand the responsibilities associated with consuming alcohol and increase students' understanding of what constitutes a drink, the dangers of driving under the influence, and the legal requirements to consume alcohol.	All Year	Coordinator of Student Engagement & Success

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Current Efforts	Intended Outcome	Frequency	Responsibility
National Collegiate Alcohol Awareness Week	Increase student awareness of the severity and susceptibility of overconsumption of alcohol use while using methods to calculate Blood Alcohol Content (BAC) and standard drink sizes, identify signs and symptoms of alcohol poisoning, and avoid risky behaviors.	Fall Semester	Coordinator of Student Engagement & Success
Safe Spring Break Week	Increase student awareness of the severity and susceptibility of overconsumption of alcohol use while using methods to calculate BAC and standard drink sizes, identify signs and symptoms of alcohol poisoning, and avoid risky behaviors.	Spring Semester	Coordinator of Student Engagement & Success
Police Department Alcohol Education Classes	Offer educational classes upon request to organizations, to include alcohol/drug awareness.	All Year	Police Department
Residence Life Alcohol and Bystander Intervention	Require each Resident Assistant to present programs on Alcohol or Bystander Intervention annually in October and programs on Safe Spring Break or Bystander Intervention annually in March. Qualitative data is collected for each program.	Fall and Spring Semesters	Residence Life
Resident Assistant Conversations	Require each Resident Assistant to conduct a series of conversations with students based on their adjustment to campus life, academics, mental health, and substance use.	All Year	Residence Life
Police Department Education	Provide educational classes upon request to organizations and partner with Residence Life to conduct presentations and training that recognize signs of possible drug activity in the residence halls.	All Year	Police Department, Student Engagement, Residence Life
USG Employee Assistance Program	Utilize the USG partnership with Acentra Health to provide faculty, staff, and their family members with a comprehensive EAP, including alcohol and drug abuse.	All Year	Human Resources
Campus Safety Awareness	Collaborate with various departments to organize a one-day event focused on staying safe, including education on alcohol and other drugs.	Fall Semester	Police Department, Student Engagement, Residence Life
Alcohol Edu for College	Utilize Alcohol Edu for College programs to consistently track AOD trends while reinforcing healthy decisions and promoting positive attitudes and behaviors. This tool is mandatory for all incoming first-year and transfer students during the first semester of attendance.	Each Semester, New Students	Dean of Students and Housing
Alcohol Awareness	Establish a slogan for the Alcohol Education Program at SGSC to promote alcohol safety on campuses.	Fall Semester	Dean of Students and Housing

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Current Efforts	Intended Outcome	Frequency	Responsibility
Orientation	Explain safety to students during orientation, including common laws enforced on campus, such as the possession of alcohol by minors.	Each Semester, New Students	Police Department

Please contact any of the following for questions concerning alcohol or drug policies, procedures, referrals for disciplinary actions, and education programs.

- Police Department (912.260.4401)
- Dean of Students & Housing for Student Success (912.260.4416)
- Human Resources (912.260.4301– Douglas) or (912.449.7521 – Waycross)

Getting Help with Alcohol and Substance Abuse Problems

SGSC will assist members of the campus community who are experiencing problems with alcohol or other drugs in making informed decisions about appropriate use, as well as the adverse consequences of alcohol or drug abuse on one's health and behavior.

Resource	Phone
Georgia Crisis and Access Line (GCAL)	800.715.4225
Alcoholics Anonymous	866-210-1303
Council on Alcohol and Drugs	404.223.2480
Narcotics Anonymous (DOUGLAS) West Ward Street Church of God, New Hope Recovery Center (WAYCROSS) The Forum, Grace Episcopal Church	818.773.9999 x771
NAADAC Substance Abuse Professionals	703.741.7686
Prevent+Ed	314.962.3456
Addictions.com	800.926.9037
Substance Abuse and Mental Health Services Administration	800.662.HELP (4357)
Bethesda Recovery Services (WAYCROSS)	912.283.8580
Drug-Rehabs.org	877.882.9275
Satilla Community Services	912.389.4188
Satilla Community Services Garden Gate (DOUGLAS and WAYCROSS)	912.449.7100
Shane's Crib/Still Waters	912.384.0101
Georgia Department of Behavioral Health and Developmental Disabilities	404.657.2252

Alcohol Risks

The National Council on Alcoholism and Drug Dependence (NCADD) recognizes "alcohol-related problems and impairments such as liver disease, gastritis, anemia, neurological disorders, impairments in cognition, [and] changes in mood or behavior." Additionally, alcohol consumption poses grave health dangers for pregnant women and can cause congenital disabilities.

For more information, visit <https://www.ncadd.org/about-addiction/alcohol/facts-about-alcohol>.

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Abuse of alcohol, including excessive or "binge" consumption, can negatively impact academic and occupational performance. Alcohol abuse can also result in destructive, combative, and antisocial behavior. In some instances, excessive alcohol consumption can directly or indirectly result in mortality.

Risks of Drugs and Controlled Substances

Like alcohol, drugs frequently pose significant health risks, impair cognitive function, and alter mood and behavior. Additionally, drug abuse can directly or indirectly result in mortality. The National Institute on Drug Abuse (NIDA) has compiled a compendium of Commonly Abused Drugs, including their street names, effects, and potential treatments.

For more information, visit: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

Prevention and Awareness Programs

Numerous educational programs offered by SGSC aim to educate students and staff on campus security procedures and practices. Additionally, the programs encourage students and employees to act responsibly. Classes on substance and alcohol education and self-defense include information on preventing sexual assaults, stalking, dating violence, and domestic violence. The training also covers bystander intervention. Presentations and safety exhibits are planned for new student and employee orientations, as well as admission preview days, to inform prospective students and their parents. All new students must complete two Vector Solutions online modules, "Sexual Assault Prevention for Undergraduate Students" and "AlcoholEDU." These online programs fulfill the federal and state mandates of onboarding educational requirements for new students, student-athletes, and student leaders regarding sexual violence. New students (freshmen and transfer), student leaders, and student-athletes are mandated to complete one or more of the Vector Solutions online modules.

These programs are coordinated by the SGSC Police Department, Residence Life, and Student Affairs and occur annually or as part of orientation programming.

Prevention programs are defined as programming, initiatives and strategies intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Awareness programs are defined as community wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration of sexual assault, domestic violence, dating violence, and stalking.

During the fall of each year, faculty and staff are provided information regarding sexual assault, domestic/dating violence, and stalking. Response information, reporting locations, resource information, and hotline numbers are included.

Safety Awareness Programs and Personal Safety Tips

As part of South Georgia's ongoing commitment to the safety and well-being of its campus community, the College offers a variety of education programs and awareness campaigns designed to prevent sexual assault, domestic violence, dating violence, stalking, rape, and acquaintance rape. These programs aim to raise awareness of these issues, promote a culture of mutual respect, and provide practical strategies for risk reduction.

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In relationships, risk reduction encourages individuals to assert their rights and respect the rights of others. The following sections provide details about SGSC's primary safety awareness programs and practical tips to help individuals protect themselves and others.

Primary Safety Awareness Programs <i>Offered Throughout the Academic Year</i>	
Title / Description	Delivery
Residence & Street Safety Provide information on personal security and property protection; offered upon request.	Police Dept., Residence Life and Housing
Alcohol & Drug Abuse Provides information regarding the effects of drug and alcohol use. SGSC Police and Campus Life provide presentations upon request or at various intervals throughout the semester.	Student Success / Police Dept.
Self-Defense Techniques Teaches students, faculty, and staff basic self-defense techniques and safety awareness. Available upon request.	Police Dept.
Crime Log Provides information regarding crimes reported to have occurred on campus.	Police Dept.
Crime Prevention Presentations Includes information about personal safety, sexual assault prevention, theft prevention, residence security, etc.	Campus Life / Police Dept.
Vector Solutions (formerly EVERFI Training) Provides online training that addresses critical life skills such as sexual assault, relationship violence, and stalking, also provided in Health 1103.	Student Success
Active Shooter Provides active shooter response information; offered to students enrolled in Health 1103 on campus.	Police Dept.
Emergency Response to Disasters/Hazards Provides details of response protocols for students and employees during crises upon request. Also available online.	Police Dept.
Emergency Flipcharts Posts throughout campus to provide information regarding reporting and dealing with emergencies.	Police Dept.
Motor Assistance Program Assists motorists on campus with vehicle problems (excluding unlocking vehicle doors).	Police Dept.
Patrol-Bys/Walk-Thrus Police Officer security checks in work, study, and/or living areas periodically.	Police Dept.
Community Resource Fairs	Campus Wide
Safety Emails and Flyers	Police Dept., Human Resources, Title IX
Safe Escort Program	Police Dept.

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Personal Safety Tips

While the SGSC Police Department works diligently to maintain a safe campus, every individual is encouraged to remain vigilant and take proactive steps to enhance their personal safety.

General Safety

- Be aware of your surroundings and trust your instincts.
- Communicate your relationship and intimacy boundaries clearly.
- Respect the boundaries of others.
- Avoid excessive alcohol or drug use.
- Intervene safely when witnessing inappropriate or dangerous behavior.

Walking on Campus

- Walk with purpose in well-lit, populated areas.
- Keep keys accessible and avoid distractions.
- If followed, cross the street or seek assistance immediately.

In Parking Areas

- Park in well-lit areas and check your vehicle before entering.
- Keep valuables out of sight and doors locked.

While Out on a Date

- Stay in public areas and avoid excessive alcohol.
- Inform someone of your plans and expected return time.

Social Media Safety

- Limit personal information shared online.
- Use privacy settings and be cautious about sharing real-time locations.

In Residence Halls

- Always lock your room.
- Be cautious about who you allow inside.
- Report lost keys or suspicious activity immediately.

Bystander Responsibility

The SGSC Police Department employs a proactive strategy for preventing crime. Whenever practicable, the Department seeks to eliminate or reduce criminal activity. The College actively encourages students, faculty, and staff to take responsibility for their safety and the safety of others through bystander intervention, aiming to prevent harm and provide safe options. Being an active bystander can include:

- Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable.
- Naming and stopping situations that could lead to sexual assault.
- Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help, so others can step in.
- Supporting and believing others when they feel uncomfortable or hurt.

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When there is a risk of dating violence, domestic violence, sexual assault, or harassment, bystander intervention refers to safe and effective actions. Intervention by bystanders entails recognizing situations of potential damage, understanding cultural conditions that facilitate violence, overcoming barriers to intervention, identifying safe and effective intervention options, and acting to stop/prevent the violence. The role of bystanders in preventing sexual and relationship violence is crucial. Bystanders are "individuals who witness violence or the conditions that perpetuate it."

They are not directly involved but can intervene, voice out, or take action." SGSC promotes a culture of accountability in which bystanders actively intervene to prevent violence without causing additional injury. The following is a list of engaged bystander behaviors.

- Dial 911 if you or someone else is in imminent peril, which could be the case if a person verbally or physically abuses another person. It may be unsafe for you to intervene.
- Watch out for your fellow scholars and coworkers. If you see someone who appears to be in trouble or in need of assistance, you should ask if they are alright.
- Confront individuals who isolate, attempt to make out with, or engage in sexual activity with incapacitated individuals.
- Speak up when someone discusses plans to exploit another individual sexually.
- Have faith in those who report sexual assault, abusive behavior, or harassment.
- Refer individuals to on- and off-campus resources for health, counseling, and legal assistance.

Risk Reduction Strategies

While the responsibility for sexual misconduct lies solely with the perpetrator, South Georgia State College offers the following strategies to reduce the risk of harm and promote community safety:

- Know the warning signs of abusive behavior, such as jealousy, controlling behavior, coercion, or threats.
- Trust your instincts; if a situation feels wrong or unsafe, remove yourself when possible.
- Set clear boundaries in relationships and communicate them assertively.
- Stay in public or well-lit areas when meeting someone new or if you feel uneasy.
- Use the buddy system at social events or when traveling on or near campus.
- Avoid excessive alcohol or drug use, which can impair judgment and increase vulnerability.
- Support friends who disclose concerns or experiences; believe them and help connect them with appropriate resources.

The College's programs aim to empower individuals and foster a campus culture where sexual violence is not tolerated, and all students and employees feel responsible for one another's well-being.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

SGSC expressly prohibits sexual misconduct, dating violence, domestic violence, sexual assault, and stalking in accordance with Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the University System of Georgia policy. Sexual assault, domestic violence, dating violence, and stalking are criminal acts that violate campus community standards and are unacceptable at South Georgia State College. These crimes can be

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traumatic for the victim and can affect the family, friends, and college community. Anyone who believes they have been a victim of a crime should report the incident and seek medical attention if necessary. Reports of sex offenses may be made to the SGSC Police Department or any Campus Security Authority; however, any SGSC employee will assist with notifying law enforcement personnel if requested. Reporting sexual assaults to law enforcement allows action that may prevent further victimization, can lead to the apprehension of the suspect, and ensures that the incident is documented for accurate statistical recording. Officers are trained in identifying, collecting, and preserving evidence, which is essential to successfully prosecuting most sex offenses.

SGSC strongly encourages the timely reporting of sexual assaults because time is critical in evidence collection and preservation. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- ensure that a victim of sexual assault receives the necessary medical treatment;
- provide the opportunity for the collection of evidence helpful in prosecution, which may not be obtained later; and
- assure the victim has access to free, confidential counseling.

If you do not wish to make a police report, you are still encouraged to seek medical attention. (Please note that all healthcare providers must legally report all cases of suspected sexual or physical assault to law enforcement.)

Victims may notify campus or local police, may request assistance in notifying law enforcement, or may decline to notify law enforcement.

Sexual Assault Response Guarantee from SGSC Police Personnel

What victims can expect:

- We will meet with you privately at a location of your choice that is conveniently close to the College to file a report.
- We will not judge you or blame you for what occurred.
- We will treat you and your case with sensitivity, dignity, and professionalism.
- We will furnish a QR code that provides an explanation of rights and options.
- We will assist you in receiving medical care, counseling, and other support services.
- We will thoroughly investigate your case, which may involve an arrest and prosecution.

We will consider your case seriously, regardless of your gender or sexual orientation and the gender or sexual orientation of the suspect(s).

All students and employees who report incidents of sexual assault, domestic violence, dating violence, or stalking will receive a link to the **Survivor Information Packet** containing:

- Complete explanation of rights and options under federal, state, and institutional policies
- Step-by-step guide to reporting options (law enforcement, Title IX, anonymous reporting)
- Explanation of accommodations and protective measures available
- Overview of disciplinary processes and what to expect

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- Information about confidentiality protections and limitations
- Contact information for all relevant campus and community resources

This comprehensive written information packet serves as a "Survivor's Brochure" and will be provided by:

- **SGSC Police Personnel**, when a report is made to law enforcement
- **Title IX Coordinator**, when a Title IX report is filed
- **Campus Security Authorities**, when incidents are reported to them

The packet ensures consistent, accurate information is provided to all survivors regardless of where they first report an incident.

Procedures for Reporting a Complaint

SGSC has established procedures to support individuals reporting incidents of sexual misconduct, including nonconsensual sexual contact, domestic violence, dating violence, sexual harassment, sexual exploitation, and stalking. These procedures ensure sensitivity to the victims and inform them of their rights to file criminal charges and access various support services, such as counseling, victim advocacy, legal assistance, visa and immigration assistance, and other on- and off-campus services.

Campus Support Services

SGSC offers accommodations, which may include changes to academic, housing, or work situations. These measures are available upon request, reasonably accessible, and provided regardless of whether the victim reports to law enforcement.

Anonymous Complaints

Victims, third parties, or bystanders may file an anonymous and confidential complaint without triggering an official investigation. The victim can still receive medical treatment, advocacy services, and counseling.

Filing a Report

Campus Security Authority

The Crime Reporting section outlines the procedures for filing a report with a Campus Security Authority.

Student Complaint

Students can file a complaint by completing the [non-academic complaint form](#).

Title IX Complaint

Students and employees who are victims of sexual misconduct have the right to file a Title IX complaint with the College at any time, even if the police conclude there is insufficient evidence for a criminal charge. A Title IX Complaint can be filed against any person associated with SGSC by contacting the Title IX Coordinator by calling 912.260.4375 or emailing titleIX@sgsc.edu.

Title IX Anonymous Complaint

A Title IX Coordinator will investigate the information provided. You will not be contacted unless you provide your contact information, and all tips will remain anonymous.

Criminal Complaint

Victims of sexual assault may file a criminal complaint by contacting the SGSC Police Department at 912.384.7675 or in person at Tiger I on the Douglas Campus. On the Waycross Campus, victims may file a complaint by calling 912.287.4335. Victims have recourse through the civil and criminal court systems by seeking protection orders, no-contact orders, and other similar court orders.

Confidentiality

SGSC is committed to safeguarding individuals' privacy and ensuring the confidentiality of information pertaining to incidents of sexual assault, domestic violence, dating violence, and stalking. In compliance with federal law and the Clery Act, the College may issue safety awareness alerts regarding serious crimes or patterns that pose a potential risk to the community. Additionally, SGSC is obligated to report statistics on sexual assault, domestic violence, dating violence, and stalking.

It is essential to note that safety awareness alerts and campus crime statistics do not include specific identifying information about victims, ensuring the confidentiality and privacy of those involved. SGSC will maintain the confidentiality of any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

SGSC 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, however, are able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including whether criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to SGSC 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.

Contact SGSC Police

The SGSC Police Department urges anyone who is a victim of a crime to contact law enforcement immediately. A police officer can be requested by calling 911.

The SGSC Police Department will...

- Attend to the immediate needs of the victim, ensuring prompt medical care.
- When appropriate, broadcast emergency alerts or timely notifications.
- Provide victims with information concerning the importance of preserving evidence and the rights of the victims.

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We approach issues of misconduct such as sexual harassment, sexual assault, stalking, and intimate partner violence, not just as behaviors prohibited by law, but as conduct that devalues individuals. It is harmful not only to the person involved, but this conduct undermines the entire campus community. More information can be found in the student handbook and the Title IX portions of the SGSC website.

Although the SGSC Police Department recommends prompt reporting, no one should be reluctant to file a report at a later time. Reporting an incident does not obligate a person to press charges.

Protective Measures

Interim measures are designed to protect any student or individual in the college community and may be implemented after an allegation of sexual misconduct. These measures aim to restore or preserve equal access to educational programs or activities without unreasonably burdening the other party.

Additionally, they are intended to safeguard the safety of all parties and the campus community while deterring sexual misconduct and retaliation. No officer, employee, or agent of SGSC may retaliate, intimidate, threaten, coerce, or discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act. Violation of this provision will result in disciplinary action through Human Resources or the Student Conduct process.

No-Contact Orders and Court Orders

SGSC recognizes and will assist in enforcing court-issued protection orders, no-contact orders, restraining orders, and other similar lawful orders issued by criminal, civil, or tribal courts. Students and employees should provide copies of any such orders to:

- **SGSC Police Department** (Douglas: 912.384.7675, Waycross: 912.287.4335)
- **Title IX Coordinator** (912.260.4375, titleIX@sgsc.edu)

The SGSC Police Department maintains copies of all court-issued protection orders and institutional no-contact directives on file for enforcement purposes. The Title IX Coordinator also maintains copies for the coordination of supportive measures and institutional response.

Violations of court orders should be reported immediately to SGSC Police (912.384.7675) and may be referred to local law enforcement for criminal prosecution. Violations of institutional no-contact directives will result in disciplinary action through the appropriate campus conduct process.

Procedures Victims Should Follow

Evidence can degrade, be lost, or become inaccessible over time, complicating investigations, criminal charges, referrals for disciplinary actions, or protective order requests. Evidence preservation is especially critical for victims of sexual assault, domestic violence, stalking, and dating violence. CALL 911 IMMEDIATELY. Victims should seek medical assistance as soon as possible following an incident of sexual assault, dating violence, or domestic violence. Medical care will be provided at Coffee Regional Medical Center (Douglas) or Memorial Satilla Health (Waycross).

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Both entities will also notify qualified Sexual Assault Nurse Examiners (SANE) to gather evidence in cases of sexual assault. Examples of evidence include preserving copies of any images, logs, or other documents that may be helpful for an investigation, as well as stored text conversations, instant messaging, social networking pages, and other forms of communication.

Victims of sexual assault must refrain from washing their hands, taking a bath, douching, smoking, drinking, using the restroom, changing into new clothes, or cleaning the scene of the assault if the crime happened within the last 96 hours, if a medical examination is to take place. Medical professionals can treat injuries and address concerns about pregnancy and/or sexually transmitted infections, even if victims choose not to have forensic evidence collected.

Support Services & Accommodation

SGSC encourages individuals who have been the victim of sexual assault, domestic violence, dating violence, or stalking to seek support promptly. Services aim to address physical injuries, emotional trauma, and evidence preservation. Accommodation is made available to both the complainant and the respondent, whether before or after a complaint is filed, or where no complaint has been filed.

SGSC and the surrounding communities offer various services and resources accessible 24 hours a day.

Following an alleged VAWA and/or SaVE offense, SGSC provides accommodation information to the victim. Support services include advocacy, housing assistance, academic support, disability services, mental health services, adjustments to workplace arrangements, mutual no-contact orders, and other related services. Interim measures must be provided consistently with the applicable University System of Georgia provisions and college policies and procedures.

Medical Resources

The medical community adheres to specific policies and procedures when treating individuals who have been sexually assaulted. The state will cover the cost of emergency room care for uninsured victims. By law, the police department will be notified, and the victim may choose to file a report.

Counseling Confidentiality

Professional counselors are responsible for providing psychological counseling within the scope of their license or certification. Currently, SGSC does not have a professional counselor on campus.

Tele-counseling services are available 24/7 through Uwill by calling 833.646.1526.

When acting within the scope of their duties, counselors are exempt from disclosing reported offenses to law enforcement unless there is a legal obligation to do so. Personal information from counseling records will not be revealed unless the law requires disclosure. Counselors are encouraged to inform people counseled about the procedures to report crimes voluntarily.

Immigration and Visa Assistance

SGSC provides immigration and Visa assistance to those who may need it. For more information, contact the Director of Admissions at 912.260.4210 or by email at jamica.coates@sgsc.edu.

VAWA Prevention Programming

In addition to general sexual misconduct education, SGSC provides targeted prevention programming addressing the Violence Against Women Act (VAWA) offenses: dating violence, domestic violence, sexual assault, and stalking. These programs include annual awareness campaigns during Campus Safety

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Awareness Month, residence hall programming, bystander intervention training, and specialized sessions for student leaders and athletes. Vector Solutions online training is required for students, and training sessions are available for employees to ensure comprehensive prevention education for the entire campus community.

Disciplinary Proceedings

SGSC 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 in accordance with Title IX of the Education Amendments of 1972 (Title IX), the Jeanne Clery Campus Safety Act (Clery Act), the University System of Georgia (USG) Sexual Misconduct Policy, and institutional policies.

Any campus community member may make disciplinary complaints, which should be directed to the Title IX Coordinator at TitleIX@sgsc.edu. Complaints to the Title IX Coordinator will not initiate a law enforcement investigation.

In these 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 considered a Reporter.

What to Expect

Upon receiving notice of the alleged misconduct, the institution will assess whether a formal investigation, informal resolution, or dismissal is appropriate. In making this determination, the institution will assess whether the allegation(s), if true, would constitute prohibited conduct, whether an investigation is warranted given 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.

Equitable Treatment of Parties

The institution will provide a process that treats Complainants and Respondents equitably. Remedies will be provided to a Complainant where a determination of responsibility for Sexual Misconduct has been made. Disciplinary sanctions will only be imposed on a Respondent following a grievance process that complies with federal and state requirements.

The USG uses different types of proceedings when a student and an employee are accused. Additionally, federal regulations implementing Title IX require the College to use certain procedures in "Title IX Sexual Misconduct" cases that are not required in "Non-Title IX Sexual Misconduct" cases. Both types of sexual misconduct include the VAWA Offenses and 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 the institution officially recognizes.

"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, and when prohibited by other Board or institution conduct policies.

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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. 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 the type of proceeding to be used or whether a complaint is to be dismissed, and will provide simultaneous written notice of their determination to the parties' institutional email addresses. If the Title IX Coordinator dismisses a complaint, the notice provided to the parties will include the reason for the dismissal and the 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 transparent to the Complainant and Respondent.

The institution is responsible for proving cases by the preponderance of the evidence standard in student and employee cases. This means that it is more likely than not that the accused violated policy.

Officials responsible for the investigation, hearing, and resolution process receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. Training also includes how to conduct proceedings that are prompt, fair, and impartial, and that protect the safety of all parties, promote accountability, and avoid bias or conflicts of interest.

Timeframes and Notice

The institution will seek to resolve complaints, including any appeals, within one hundred and twenty (120) business days (days on which the campus is open). Any extension of this timeframe will be communicated to the parties in writing with the reason for the delay. Temporary delays and limited extensions may be granted for good cause throughout the investigation and resolution process. The parties will be notified simultaneously and 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.

Parties will be provided with simultaneous written notice of the range of possible sanctions and remedies that may result from a finding of responsibility.

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 the institution's email to the party's institution email.

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Amnesty

Information reported by a student in good faith during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against that 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 of their choice, who may be, but is not required to be, an attorney, at the party's own expense. In Title IX Sexual Misconduct cases, each party's advisor may accompany the party to all meetings and may provide advice and counsel throughout the Sexual Misconduct process. The advisor may not actively participate in the process except to conduct cross-examination at the live hearing. If a party does not have an advisor for the purpose of cross-examination, the institution will provide one without fee or charge.

In Non-Title IX Sexual Misconduct cases, the advisor may accompany the party to all meetings and may provide advice and counsel throughout the process, but may not otherwise actively participate. All communication during the Sexual Misconduct process will be between the institution and the party, not the advisor. With the party's permission, the institution may copy the advisor on communications. The institution will copy the party's advisor prior to finalizing the investigation report when providing the parties the right to inspect and review directly related information gathered during the investigation.

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

Informal resolution is a voluntary process and requires the written consent of both parties and the institution. It may be used when the Title IX Coordinator determines that it is appropriate under the circumstances.

Informal resolution is not available in cases where an employee is alleged to have sexually harassed a student.

If informal resolution is pursued, the institution will provide the parties with written notice disclosing the allegations, the requirements of the informal process, and the circumstances under which the process may preclude the parties from resuming a formal complaint. Either party may withdraw from informal resolution and resume the formal grievance process at any time prior to reaching a resolution. Matters resolved through informal resolution are not subject to appeal.

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Unbiased Proceedings

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

Investigation

The parties shall be provided with a written notice containing the allegations, possible charges, sanctions, and available support and interim measures. Upon receipt of the notice, parties have at least three business days to respond in writing. The Respondent may admit or deny allegations and set forth a defense. The Complainant may respond and supplement their written notice. Throughout, both parties may present witnesses and other inculpatory and exculpatory evidence.

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

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

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

Each party will be provided equal access to all directly related evidence gathered during the investigation, whether or not it is relied upon in reaching a determination.

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

The institution will seek to resolve complaints, including any appeals, within one hundred and twenty (120) business days (days on which the campus is open). Any extension of this timeframe will be communicated to the parties in writing, along with the reason for the delay.

Hearing – Student Respondent

A hearing shall be set when a matter is not resolved through informal resolution. 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 occur before the investigation report is 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 hearing's date, time, and location, and the selected hearing panel members shall be provided to the Complainant and the Respondent at least ten calendar days before the hearing.

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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, including 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 the questions the advisor raises 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.

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 will be notified simultaneously and 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 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.

Possible Sanctions – Student Respondent

The broad range of sanctions includes expulsion; suspension for an identified time frame or until the satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

Hearing – Employee Respondent

The institution will seek to complete the investigation, hearing, and any appeal within one hundred and twenty (120) business days (days on which the campus is open). Any extension of this timeframe will be communicated to the parties in writing, along with the reason for the delay.

Matters involving alleged Title IX Sexual Misconduct must be heard at a live hearing. Institutions may determine whether the live hearing is conducted by a single administrative decision maker (such as the

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Chief Human Resources Officer, the Chief Academic Officer, or their designee) or by a panel. 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. All directly related evidence will be available at the hearing for the parties and their advisors to reference.

Notice of the date, time, and location of the hearing, as well as the designated Hearing Officer, shall be provided via email at least ten calendar 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, including 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 the questions the advisor raises 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.

Following a hearing, the parties will be notified simultaneously and in writing of the outcome, any sanctions imposed, the rationale, and the right to appeal. The institution shall also keep the parties informed of any extension or delay and the applicable reason. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Hearing - Faculty Respondent

All Sexual Misconduct matters involving faculty Respondents where dismissal is a possible sanction shall, consistent with Board of Regents Policy 8.3.9, be heard by a live-hearing panel of three to five faculty members appointed by the Faculty Senate. Written notice of the charges and the identity of the panel members shall be provided to the parties at least twenty (20) calendar days prior to the hearing. Each party shall have at least two challenges for bias, submitted in writing no later than five (5) calendar days before the hearing. A faculty respondent may waive the live hearing, in which case the panel will evaluate the record. All directly related evidence will be available at the hearing for the parties and their advisors to reference.

An oath or affirmation shall be administered to all witnesses. The parties shall have the right to confront any witness, including the other party, through cross-examination conducted by their advisor of choice. Advisors may not otherwise participate directly in the hearing. An audiovisual recording or transcript of the proceedings shall be maintained by the institution.

The Title IX Coordinator shall notify the President and both parties simultaneously in writing of the decision and any recommendation 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 before rendering a final decision. The panel may also recommend a lesser sanction. The President may or may not follow the panel's recommendation. If dismissal is imposed, the faculty member shall be suspended without pay pending any discretionary review.

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The President shall notify the parties simultaneously and in writing of their final decision, including any options to apply for discretionary review under Board of Regents policy. If dismissal is imposed, the faculty member shall be suspended without pay pending any discretionary review. Both parties will be simultaneously informed in writing of any changes to the results and when such results become final.

Possible Sanctions – Staff Respondent

When a staff employee is found responsible by these proceedings, they may face verbal warning, coaching, documentation of warning, unpaid suspension, demotion, and/or termination.

Possible Sanctions – Faculty Respondent

When a faculty member is found responsible by these proceedings, sanctions may include written reprimand, suspension with or without pay, demotion, or dismissal consistent with Board of Regents Policy 8.3.9.

Appeals

If an appeal is submitted, the other Party shall receive notice of the appeal, including a copy of the submission. That Party may submit, in writing and within five (5) business days from the date of notification, a response to the appeal submission. Where an office or individual other than the Title IX Coordinator is designated to receive and/or facilitate the appellate process, the Title IX Coordinator must be copied on appellate correspondence for compliance and record-keeping purposes. The President or their designee shall serve as the Appellate Officer for all outcomes other than the case. For appeals of Title IX case dismissals, the Title IX Coordinator shall serve as the appellate officer. Either Party shall have the right to appeal an 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, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the process that may have substantially affected the fairness of the investigation, hearing, or other 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, Conduct Officer, investigator(s), or decision-maker(s).
3. To allege that the finding was inconsistent with the weight of the information.

The Party submitting the appeal must set forth, in writing and in detail, the grounds for the requested review and attach all materials that they wish to have considered in the appeals process. The institution will notify the non-appealing Party of the appeal, provide that Party with a copy of the appeal, and allow the non-appealing party an opportunity to respond in writing. The non-appealing Party's response must be submitted to the institution within five (5) business days of the date of Notification of Appeal. If the non-appealing Party submits a response, the institution will provide copies of the original appeal and information submitted by the non-appealing Party to the Appellate Officer and the Parties.

The appeal shall be a review of the record only, and no new meeting with either Party is required. The Appellate Officer may:

1. Affirm the original finding and sanction (if any);

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2. Affirm the original finding but issue a new sanction of greater or lesser severity (if any);
3. Remand the case back to correct a procedural or factual defect; or
4. Reverse or dismiss the case if a procedural or factual defect cannot be remedied by remand.

The institution will inform Parties of any changes to the results of a disciplinary process that occur prior to the time such results become final, as well as when they become final. The Appellate Officer may consult with the Title IX Coordinator for clarification on questions of procedure or rationale, if needed. Documentation of all such consultations will be maintained. Sanctions of all types will not be imposed, in full or in part, while an appeal is pending at the institutional level.

Appeals are included in the overall one hundred and twenty (120) business day timeframe for resolution of complaints, unless an extension is communicated in writing to the parties along with the reason for the delay.

The Appellate Officer will render a decision no later than seven (7) business days after receiving all materials, barring exigent circumstances. The Appellate Officer's decision will be in writing and include a rationale. The institution will inform the Parties simultaneously and in writing of the outcome of the appeal. The President's decision shall be the final institutional decision. The Complainant or Respondent may request discretionary review under Board of Regents Policy 6.26. Further review, such as a Discretionary Review, if available, is governed under the policies and procedures of the Board of Regents of the University System of Georgia.

Retaliation

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

Record Retention

All records of investigations, hearings, sanctions, informal resolutions, and appeals related to Sexual Misconduct will be maintained for seven (7) years in accordance with federal requirements.

Additional Information

For additional information about disciplinary proceedings, please contact the Title IX Coordinator at TitleIX@sgsc.edu. Any party to a sexual misconduct proceeding and their Advisor of Choice should review all applicable USG and institutional policies.

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

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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. 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. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. 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 - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. 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 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, 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. A reasonable person refers to a person who would act reasonably under similar circumstances and with similar characteristics to those of the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling. 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.

Georgia State Law Definitions of VAWA Offenses

In compliance with the Clery Act, SGSC also includes the following definitions under Georgia law (O.C.G.A.):

Dating Violence (O.C.G.A. § 19-13A-1): "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.

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Family Violence (O.C.G.A. § 19-13-1): “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.

Sexual Battery (O.C.G.A. § 16-6-22.1): (a) “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.

Rape (O.C.G.A. § 16-6-1): A person commits the offense of rape when he has carnal knowledge of a female forcibly and against her will. Carnal knowledge occurs when there is any penetration of the female sex organ by the male sex organ.

Sodomy / Aggravated Sodomy (O.C.G.A. § 16-6-2): (a) A person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another. (b) A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or with a person less than ten years of age.

Incest (O.C.G.A. § 16-6-22): Persons known to each other to be related either by blood or by marriage as follows, when they engage in sexual intercourse or sodomy with each other, commit the offense of incest: father and child or stepchild, mother and child or stepchild, siblings of the whole or half blood, grandparent and grandchild, aunt and nephew, or uncle and niece.

Statutory Rape (O.C.G.A. § 16-6-3): 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.

Stalking (O.C.G.A. § 16-5-90): A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. “Contact” includes communication by telephone, mail, broadcast, computer, computer network, or other electronic means.

Consent: Georgia law does not provide a single universal definition of consent. For purposes of SGSC policy and procedures, “consent” means words or overt actions by a person who is legally capable of giving consent indicating a freely given agreement to engage in sexual activity. Consent cannot be inferred from silence, passivity, or lack of resistance alone. Consent may be withdrawn at any time.

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 despite 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.

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Consent is also absent when the activity 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 using clear words or actions.

Resources for Victims of Sexual Assault

To promote safety awareness, the SGSC Police Department maintains a strong working relationship with the community. This relationship includes promoting various safety and security programs and services for victims of sexual assault.

Resource	Phone	Website
Counseling Services	833.646.1526	https://www.sgsc.edu/current-students/staywell.cms
Satilla Rape Crisis Center	912.283.0987	https://satillaadvocacy.org/
Men Can Stop Rape	202.265.6530	http://www.mencanstoprape.org/
Georgia Network to End Sexual Assault	404.815.5261	http://www.gnesa.org/
Male Survivor		http://www.malesurvivor.org/index.php
1in6	800.656.4673	https://1in6.org/
Center for Changing Our Campus Culture		http://changingourcampus.org/
National Sexual Violence Resource Center		https://www.nsvrc.org/
Safe horizon	800.621.4673	https://www.safehorizon.org/
Rape, Abuse, and Incest National Network	800.656.HOPE	https://www.rainn.org/
Georgia Crime Victims Compensation	877.231.6590	https://cjcc.georgia.gov/victims-compensation
Anti-violence Project	212.714.1141	https://avp.org/
Forge	414.559.2123	http://forge-forward.org/about/
End Rape on Campus	202.908.5226 ext. 106	https://endrapeoncampus.org/
Culture of Respect		https://cultureofrespect.org/

SGSC approaches misconduct issues such as sexual harassment, sexual assault, stalking, and intimate partner violence not just as behaviors prohibited by law but as conduct that devalues individuals. It is harmful not only to the person involved, but this conduct also undermines the entire campus community. More information can be found in the SGSC [Student Handbook](#) and the [Title IX](#) portions of the SGSC website.

Sexual Offender Registration

The College's Police Department complies with the Campus Sex Crimes Prevention Act, which requires tracking of convicted, registered sex offenders who are enrolled as students at, or employed by, institutions of higher education.

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 the College may be found at: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>.

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Additional resources include:

- The National Sex Offender Public Website (NSOPW): <https://www.nsopw.gov>.
 - These registries allow community members to access information about sex offenders who may be present on or near campus, supporting informed safety decisions.

Campus Awareness, Reporting, and Engagement Team (CARE)

SGSC has established a Campus Awareness, Reporting, and Engagement Team (CARE) that serves as an additional measure for campus safety, addressing behavioral concerns that can negatively impact the safety and well-being of the campus environment. CARE is a complement to, not a replacement for, the College's crisis and emergency procedures. The team operates with existing campus and community resources while exercising due diligence to protect the campus community and the individual. It is essential to recognize that, despite the best intentions, unforeseen situations may arise that are beyond the control of campus community members.

It is important to remember that a Life-Threatening Emergency should be reported immediately to law enforcement/medical personnel by dialing 911.

A behavior of concern should be reported to CARE, as the team addresses issues that a reasonable person would consider disturbing, bizarre, inappropriate, or out of the ordinary, which may impede the individual's ability or the ability of others to function successfully or safely. Examples include, but are not limited to:

- Suicidal or self-injurious thoughts, words, or actions.
- Unusual anxiety, depression, paranoia, elation.
- A dramatic change in appearance, behavior, or circumstances.
- Use/abuse of drugs and/or alcohol.
- Lack of civility or respect for self and others.
- Acting out or disruptive behavior.
- Fascination with weaponry.
- Difficulty in managing anger.
- Mental health history related to dangerous behavior.
- Verbal/written indications of violent fantasies or intentions.

The Team will meet as often and urgently as necessary to review reports brought forward by faculty, staff, and students regarding behaviors of concern. Immediate action may include:

- Student Conduct adjudication.
- Placing the individual in the custody of the proper authority, parents, and guardians.
- Administrative withdrawal.
- On-going observation, defer action, or decline action.

Reporting Behaviors of Concern,

- Submit an [electronic incident report](#).
- Call or email a CARE member – see the roster that follows.

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Position/Office	Phone Number	E-mail
VP for Academic and Student Affairs	912.260.4203 912.449.7576	sara.selby@sgsc.edu
Associate VP for Student Success	912.260.4415	brandi.elliott@sgsc.edu
Director of Human Resources	912.260.4376	carmen.james@sgsc.edu
Chief of Police	912.260.4402	sonja.mcculloch@sgsc.edu
Dean of Students & Housing for Student Success	912.260.4416	sandra.adams@sgsc.edu
Coordinator of Disability Services	912.260.4435 912.449.7589	stanley.sinkfield@sgsc.edu
Faculty Member	912.26.4253	frank.holiwski@sgsc.edu

Definitions in the Classification of Crime Statistics

This section defines the crimes that must be reported under the Clery Act.

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System. To comply with the requirements of 34 CFR 668.41, an incident meeting these definitions is considered a crime for Clery Act reporting.

When in doubt, report the crime to the police, and they will determine if it qualifies as a Clery crime based on the definitions.

Clery Act Geography

On-Campus: (i) 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 (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On-campus student housing facility: A dormitory or other residential facility for students on campus, as defined in § 668.46(a). *Note: Statistics for College housing facilities are recorded and included in the all-on-campus and on-campus residential-only categories.*

Non-Campus Building or Property: (i) Any building or property owned or controlled by a student organization that the institution officially recognizes; or (ii) 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 the students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls located outside the campus boundaries are categorized as non-Campus.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus or immediately adjacent to and accessible from the campus. The crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

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Douglas Campus Clery Geography



Waycross Campus Clery Geography



Hierarchy Crimes

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. Includes any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

Manslaughter by Negligence

The killing of another person through gross negligence includes any death caused by the gross negligence of another.

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 victim's consent.

Fondling

The touching of the private body parts of another person for sexual gratification without the victim's consent, including instances where the victim is incapable of giving consent because of their age or temporary or permanent mental incapacity.

Incest

Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Nonforcible sexual intercourse with a person under the statutory age of consent.

Robbery

It is defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

It is an unlawful attack by one person upon another to inflict severe or aggravated bodily injury. This type of assault is usually accompanied by using a weapon or by means likely to produce death or great bodily harm (It is not necessary that injury results 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 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 those above.

Motor Vehicle Theft

Theft or attempted theft of a motor vehicle (Classifies as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joyriding.).

Arson

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

Hate Crimes

A criminal offense manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

For the Clery Act, categories of bias are limited to race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. In addition to the crimes defined above, the following crimes, when motivated by bias, must be reported as hate crimes:

- **Larceny-Theft (Except Motor Vehicle 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 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 destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offenses

- **Dating Violence**
 - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined by the victim with consideration of the following factors: (1) The length of the relationship, (2) The type of relationship, (3) The frequency of the interaction between the persons involved in the relationship.
- **Domestic Violence**
 - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or

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intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking**
 - Engaging in conduct directed at a specific person would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts 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.

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:

- **Liquor Law Violations**
 - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **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 state and local law violations, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Weapons: Carrying, Possessing, Etc.**
 - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Referred for campus disciplinary action (Liquor Laws, Drugs, and Weapons Violations)**
 - The referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

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

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

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Off-Campus Criminal Activity

Through coordination with local law enforcement agencies, criminal activity occurring off-campus involving SGSC students is monitored and reported to the SGSC Police Department. Criminal activity off campus will result in a referral to the Office of Student Conduct.

Unfounded Crimes

The Clery Act requires that institutions include the number of unfounded crimes reported in their Annual Security Report. Unfounded crimes are crime reports that have been fully investigated by sworn or commissioned law enforcement personnel and a formal determination that the report is false or baseless.

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 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.

Clery Crime Statistics

In collaboration with the Clery Committee, the Clery Compliance Coordinator prepares this annual report to comply with the Jeanne Clery Campus Safety Act. The statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

All statistics are gathered, compiled, and reported to the college community via this report.

Some crime victims may prefer to report incidents to someone other than the police. Reasonable attempts have been made to identify crimes that may have been reported to or known by the SGSC Police Department to provide accurate statistics. SGSC is presenting a three-year report of Clery's reportable crimes organized by campus location.

South Georgia State College | Crime Statistics | DOUGLAS CAMPUS

Offense Type	Year	Residential Facilities	On-Campus	On-Campus Totals	Public Property	Non-Campus Bldg. or Property
Murder/ Non-Negligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Fondling	2024	0	0	0	0	0
	2023	1	1	1	0	0
	2022	0	0	0	0	0

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Offense Type	Year	Residential Facilities	On-Campus	On-Campus Totals	Public Property	Non-Campus Bldg. or Property
Incest	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Statutory Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	1	2	2	0	0
Motor Vehicle Theft	2024	0	1	1	0	0
	2023	0	3	3	0	0
	2022	0	0	0	0	0
Arson	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2024	0	0	0	0	0
	2023	1	1	1	1	0
	2022	0	0	0	0	0
Dating Violence	2024	0	1	1	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2024	1	1	1	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

South Georgia State College | Crime Statistics | WAYCROSS CAMPUS

Offense Type	Year	Residential Facilities	On Campus	On-Campus Totals	Public Property	Non-Campus Bldg. or Property
Murder/Non-Negligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Fondling	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Incest	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

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Offense Type	Year	Residential Facilities	On Campus	On-Campus Totals	Public Property	Non-Campus Bldg. or Property
Statutory Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Dating Violence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0

Notes: Crimes reported in the residential facilities category are also included in the on-campus category.

The Waycross Campus does not have on-campus housing for students. SGSC has no non-campus buildings or property.

Unfounded Crimes

- According to law enforcement investigations, there were no unfounded crimes on the Douglas and Waycross Campuses in 2024.
- According to law enforcement investigations, there were no unfounded crimes on the Douglas and Waycross Campuses in 2023.
- According to law enforcement investigations, there were no unfounded crimes on the Douglas and Waycross Campuses in 2022.

Hate Crime Offenses

- In 2024, no Hate Crime Offenses were reported on the Douglas and Waycross Campuses.
- In 2023, no Hate Crime Offenses were reported on the Douglas and Waycross Campuses.
- In 2022, no Hate Crime Offenses were reported on the Douglas and Waycross Campuses.

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South Georgia State College | Arrests & Referrals for Disciplinary Referrals

Douglas Campus									
	On-Campus			Residential Facilities			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Liquor Law Arrests	0	0	1	0	0	1	0	0	0
Liquor Law Referrals	12	20	1	12	20	1	0	0	0
Drug Arrests	2	4	0	2	3	0	0	0	0
Drug Violation Referrals	14	9	10	14	9	8	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Referrals	0	1	0	0	1	0	0	0	0
Waycross Campus									
	On-Campus			Residential Facilities			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0
Drug Violation Referrals	0	0	0	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Referrals	0	0	0	0	0	0	0	0	0

Note: The Waycross Campus does not have on-campus housing for students.

2025 Annual Fire Safety Report

Fire Safety Disclosure for On-Campus Student Housing

The annual fire safety report is made available as part of SGSC's commitment to safety and security on campus and in compliance with the Higher Education Opportunity Act of 2008. This report contains information about fire safety practices and is prepared in cooperation with Residence Life and Facilities. The Fire Safety Report will be published as part of the Annual Security and Fire Safety Report.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – Any student housing facility owned or controlled by the institution or located on property that is owned or controlled by the institution and within a reasonably contiguous geographical area that makes up the campus.

Fire – Any instance of an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." (i.e., trash-can fire, grease fire, gas stove fire, etc.)

Fire drill – This is a supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term 'person' may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death – Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

Fire safety system – Any mechanism or system related to detecting a fire, the warning resulting from a fire, or controlling a fire. This may include sprinkler systems or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents in terms of the cost of replacement in kind and quantity. This estimate should include contents damaged by fire and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Reporting a Fire

Report a smoke or a fire immediately by dialing 911. SGSC police will respond, and fire and/or emergency personnel will be notified as the situation dictates. Additionally, the Residence Life Specialist should be notified by phone at 912.260.4467.

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Mandatory Supervised Fire Drills

In calendar year 2024, the Department of Residence Life and Housing, in collaboration with the Police Department and assigned building personnel, conducted a series of supervised fire drills in campus residence halls to enhance safety preparedness and emergency response capabilities. These exercises, which include both announced and unannounced drills, are designed to familiarize students, faculty, and staff with emergency procedures and individual roles. For Tiger Village I, fire drills were held on March 6 (announced), April 3 (unannounced), September 17 (announced), and September 24 (unannounced). Similarly, Tiger Village II conducted drills on March 6 (announced), April 3 (unannounced), September 17 (announced), and September 24 (unannounced). In Fall 2024 specifically, two fire drills were completed in Tiger Village I and one in Tiger Village II.

Fire Safety Education and Training Programming

SGSC continually evaluates fire safety and plans to improve safety efforts by meeting and exceeding minimal fire safety standards. (i.e., networking of alarm systems)

Desk and Resident Assistants receive annual fire safety training from Residence Life staff. Students living in Campus Housing review fire safety policies during New Student Orientation. Housing presentations are addressed by the Resident Assistant (RA) at their first-floor meeting of the year.

Fire Incident Log

The Residence Life and Housing Specialist maintains the fire incident log and drill reports. The reports are available for public review during normal business hours.

Smoking

Smoking, including hookahs and other smoking paraphernalia, is prohibited on all University System of Georgia campuses, including SGSC.

Future Improvements in Fire Safety

The physical plant will directly monitor all fire alarm systems in the traditional residence halls.

Reported Fires by Building for SGSC Residence Halls

100 West College Drive, Douglas, Georgia

2024 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries	Deaths	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

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2023 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries	Deaths	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

2022 Fire Summary

Residential Facility	Total Fires in Each Building	Cause of Fire	Injuries	Deaths	Estimated Value of Property Damage Caused by Fire
Tiger Village I	0	0	0	0	0
Tiger Village II	0	0	0	0	0
Shannon Hall	0	0	0	0	0
Floyd Hall	0	0	0	0	0

SGSC Residential Housing Fire Safety Systems

Residential Facility	Fire Sprinkler System	Fire Alarm System	Smoke Detectors	Pull Stations	Fire Extinguishers	Evacuation Routes Posted	Fire Doors	Number of Fire Drills
Tiger Village I	1 Connected System		389	17	23	97	12	2
Tiger Village II	1 Connected System		519	22	23	147	12	2
Shannon Hall (unoccupied)		7	11	26	14	7	14	0
Floyd Hall (unoccupied)		163			19		15	0

Policies for Electrical Appliances, Open Flames & Smoking

The Department of Residence Life and Housing has established the following policies regarding appliances in the Residence Halls. Residents are prohibited from having any appliance with an open flame or exposed heating element in any residence hall. The only heat-related item a residential student is allowed to have is a clothing iron, which must have an automatic shut-off function.

Acceptable Appliances

- Appliances with closed coil elements
- Computers
- Fans
- Hairdryers
- Irons for clothing (with self-shut-off preferred)
- Lamps (excluding halogen lights and spider lamps)
- Mini refrigerator (no larger than 4.4 cu ft)
- Microwaves (up to 700-800 watts)
- Stereos and other audio equipment

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- TVs and other visual equipment

Prohibited Appliances and Items

- Drugs or drug paraphernalia, alcohol, or alcohol paraphernalia
- Weapons, explosives, inflammables¹
- Electrical items other than clocks, radios, stereo equipment, televisions, or computers
- Microwave ovens larger than 1.0 cubic feet
- Refrigerators larger than 2.7 cubic feet
- Outside television/radio antennas or satellite dishes
- Waterbeds or water-filled furniture
- Neon signs, candles, incense burners, open flame-burning or coiled hot plates, or halogen-touchier lamps.
- Objects once containing food or drink, such as empty alcohol bottles/cans, are used as decoration.
- Decorative items such as fishnets, parachutes, and other inflammable items.
- Air-conditioning units, heat lamps, or space heaters.
- Pets, unless approved as emotional support animals, are prohibited in or around the residence halls. This also applies to visiting pets.
- Large, bulky items that require storage.
- Hoverboards, self-balancing scooters, battery-operated scooters, and hands-free Segways.

Smoking and tobacco use are prohibited in and around the residence halls, as SGSC maintains a tobacco-free policy on both the Douglas and Waycross campuses. Students who violate this policy will be referred to Student Conduct for disciplinary action. Faculty and staff who violate the policy will be referred to Human Resources. Visitors found in violation will be asked to leave campus property.

Evacuation Procedures

Everyone must act swiftly when an emergency evacuation is ordered or alarms sound. Residents should immediately leave their suites, following the evacuation routes posted throughout the building. As you make your way out, housing staff will be on hand to guide the process and ensure everyone's safety. Remember to use the nearest exit and head directly to your building's designated rally point. There, you will gather for a headcount and receive further instructions. It is crucial to take these procedures seriously - those who delay their exit or fail to evacuate may face disciplinary consequences. Once the emergency is addressed, housing staff will coordinate a safe return to the building. By following these steps, we can ensure the safety of all residents during unexpected situations.

Fire Safety

Fire Prevention

- Properly dispose of waste to reduce safety hazards.
- Avoid overloading outlets with multiple outlet cords or adapters.
- Keep walkways and stairwells free from obstruction.

¹ USG policy prohibits possession of **guns** or any type of **deadly weapon**, except as permitted by Georgia law, on the campuses of South Georgia State College. College policy details how and when weapons may be carried on SGSC campuses in accordance with USG guidance and Georgia law.

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Personal Safety Precautions

- Familiarize yourself with the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- Stay low to avoid toxic smoke.
- Ask bystanders to help monitor windows, doorways, etc., for trapped individuals.

In the Event of a Fire

- For a minor, controllable fire, use a fire extinguisher to direct the charge at the base of the flames with a sweeping motion, ensuring a retreat path.
- If the fire is uncontrollable, activate the fire alarm. Call 911. Give detailed information about the location of the fire.
- Close all doors and windows to confine the fire and reduce oxygen when exiting. DO NOT LOCK DOORS.
- Walk on the right side of the hallway or stairwell to the exit. DO NOT USE ELEVATORS!
- Assist disabled persons in exiting the building.
- If your clothing catches fire, STOP, DROP, and ROLL.
- Keep fire doors (e.g., those leading to stairwells) closed to prevent the spread of fire and smoke.
- DO NOT RETURN FOR VALUABLES!
- Once outside, move to the designated assembly area, keeping streets, fire hydrants, and walkways clear for emergency vehicles.
- Do not return to the affected area unless instructed by the fire department.

Trapped in a Building During a Fire

- If a window is available, place an article of clothing (preferably white) outside the window as a marker for rescue crews. If no window is available, stay near the floor, where the air will be less toxic.
- Wet towels, sheets, or clothing and seal around the doorways. If no window is available, stay near the floor, where the air will be less toxic.
- Cover your nose and mouth with a wet cloth to aid breathing.
- Call 911 to report your location. Shout at intervals to alert emergency crews. DO NOT PANIC.

Daily Fire Log Availability

The Daily Fire Log can be accessed on the [SGSC Clery Compliance web page](#). During normal business hours, the log is also available for review in Tiger Village II, Douglas, GA. The log is maintained by the Residence Life and Housing Specialist and shared with the SGSC Police Department to update the Daily Crime and Fire Log as necessary.

Additional Note

If you find evidence of an extinguished fire and are unsure if the SGSC Police Department has responded, immediately notify them to investigate and document the incident in the annual fire safety report.

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Resources

You may contact the following offices/departments for more information about the topics discussed in this Annual Security & Fire Safety Report:

DOUGLAS CAMPUS		
SGSC Police Department		
Emergency		911
Non-emergency		912.384.7675
Office		912.260.4401
Douglas Police Department (Off-Campus Incidents)		
Emergency		911
Nonemergency		912.384.7675
Douglas Fire Department		
Emergency		911
Nonemergency		912.384.4815
Coffee County Sheriff's Department (Off-Campus Incidents)		
Emergency		911
Nonemergency		912.384.7675
Coffee Regional Medical Center		912.384.1900
CRMC Walk-In Center		912.383.6966
Coffee County Health Department		855.473.4374
SGSC Counseling Services Telecounseling Services 24/7 (uWill)		833.646.1526
SGSC Facilities		912.260.4383
WAYCROSS CAMPUS		
Waycross Police Department		
Emergency		911
Nonemergency		912.287.4335
Waycross Fire Department		
Emergency		911
Nonemergency		912.287.2937
Ware County Sheriff's Department		912.287.4326
Memorial Satilla Health Systems		912.283.3030
Ware County Health Department		855.473.4374
SGSC Counseling Services Telecounseling Services 24/7 UWill)		833.646.1526.
SGSC Facilities		912.449.7531
SGSC Title IX Coordinator		912.260.4375

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Maps

