ATLANTA METROPOLITAN STATE COLLEGE

ANNUAL FIRE SAFETY AND SECURITY REPORT

2014
From the Chief of Police

To the AMSC Community –

On behalf of the members of the AMSC Police Department, I want to thank you for your interest in our annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act.

The AMSC Police Department is committed to providing safe and secure services in a professional manner. As part of this commitment, we will continue to place the Faculty, Staff, and Students, and guest first as we strive to be the best Campus Police Department in the state of Georgia.

With each and every roll call the members of the AMSC Police Department embrace four principles:

1. Be Honest!
2. Be Professional!
3. Be a Person of Integrity!
4. Don’t break the law to enforce it!

These principles guide our service every day as we protect this beautiful campus and all of our community partners. Our motto is “Semper Servo”, which means always serving!

I am truly honored to serve the members of the Atlanta Metropolitan State College community and welcome you to come by and visit our department whenever you see fit.

Semper Servo!

Sincerely,

Antonio Long

Chief of Police
AMSC Police Department
ANNUAL SECURITY REPORT

REPORTING CRIMES AND OTHER EMERGENCIES

Atlanta Metropolitan State College (AMSC) has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire college community that you immediately report all incidents to the AMSC Police Department. The AMSC Police Department can be reached at 404-756-4477 for non-emergencies, Dial 404-756-4040 for all emergencies. Reporting all incidents to the AMSC Police Department ensures an effective investigation and appropriate follow-up actions, including issuing a Trailblazer Crime Alert or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage college community member to report crimes promptly and to participate in and support crime prevention efforts. The AMSC college community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the college or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report.

Confidentiality reports may be filed with the office of Counseling and Disabilities. Reports filed directly to the Police Department are subject to open records request. Anyone may call the
AMSC Police Department’s Tip line at 678-623-1201 to report crime or safety concerns. Callers calling on this number may remain anonymous.

**Reporting to AMSC Police Department**

We encourage all members of the AMSC college community to report all crimes and other emergencies to the AMSC Police Department in a timely manner. The AMSC Police Department’s dispatch center is available by phone at 404-756-4477 twenty-four hours a day for non-emergencies and 404-756-4040 for emergencies. You can also stop by in person at the Academic Building room 205, Monday thru Fridays from 8:30 am – 5:30 pm. Though there are many resources available, AMSC Police Department should be notified of any crime, whether or not an investigation continues, this assures that the college can assess any and all security concerns and inform the community if there is a significant threat to the AMSC community.

**Emergency Phones**

The College has installed several emergency phones throughout the campus. Phones are typically located in parking lots. Emergency phones provide direct voice communications to the AMSC Police Department’s Dispatch Center.

**Anonymous Reporting**

If you are interested in reporting a crime anonymously, you can utilize the AMSC Police Department Silent Witness program that can be accessed through the Department’s website: http://www.atlm.edu/administration/public-safety.aspx. By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Persons may also report crimes through Crime Stoppers at 404-577-TIPS (8477) or via the Crime Stoppers web site.

**Reporting to Other Campus Security Authorities**

While the college prefers that community members promptly report all crimes and other emergencies directly to the AMSC Police Department at 404-756-4040 or 911, we also recognize
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).” The Act defines CSA’s 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 any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified many CSAs, we officially designate the following offices as places where campus community members should report crimes:

<table>
<thead>
<tr>
<th>Official</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMSC Police Department &amp; Public Safety</td>
<td>Building 500 Academic Building room- 205</td>
<td>404-756-4477 Non-emergencies 404-756-4040 Emergencies</td>
</tr>
<tr>
<td>Vice President for Student Affairs</td>
<td>Building 900, 2nd Floor Student Center</td>
<td>404-756-4585</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Building 100, Administration Building – 1st floor</td>
<td>404-756-4047</td>
</tr>
<tr>
<td>Office of Student Conduct</td>
<td>Building 500 ,Academic Building, 1st floor</td>
<td>404-756-1271</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Building 900, second floor Student Center.</td>
<td>404-756-4916</td>
</tr>
</tbody>
</table>

Pastoral and Professional Counselors

According the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Atlanta Metropolitan State College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a
matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

It’s Up to Each of Us

AMSC takes great pride in the community and offers students, facility and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Atlanta Metropolitan State College has taken progressive measures to create and maintain a reasonably safety environment on campus.

Though AMSC is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The AMSC Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the College Police, information provided by other AMSC offices such as Student Affairs, Student Activities, and Student Conduct, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Atlanta Metropolitan State College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

AMSC distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the AMSC community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the AMSC Police Department at 404-756-4477 or by visiting http://www.atlm.edu
ABOUT THE DEPARTMENT OF POLICE & PUBLIC SAFETY

AMSC Police Department protects and serves the Atlanta Metropolitan State College community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs including Emergency Management, Community Safety, Security Education, physical security, including security technology, behavioral threat assessment, and special event management.

Officer of the AMSC Police Department are state officers and obtain their arrest authority from state law (O.C.G.A 20-3-72, 20-80-2, and 20-8-3). Before any police officer is authorized to act in their official capacity they must meet the requirement set forth in state law (O.C.G.A 35-8-8) in order to become a certified peace officer. All AMSC Police officers have the power to arrest on and off campus and the authority to enforce all state laws. The Department jurisdiction includes all of the entire campus and extends to 500 yards (1/4 of a mile) outside any AMSC Property owned, leased, or under the control of the Georgia Board of Regents. If any offense happens within the officer’s jurisdiction they may leave the jurisdiction to pursue the offender.

Traffic related offenses (O.C.G.A 17-4-23): AMSC Police officers have the authority to enforce all traffic violations that are witnessed by the officer regardless of jurisdictional boundaries.

The police officers at AMSC Campus:

- Complete a training course required of all municipal, county, and State officers in Georgia;
- Receive twenty or more hours per year of in-service training, specializing in crime prevention, fingerprint technology, evidence technology, hazardous device technology, emergency first aid, CPR/AED, weapons and tactics;
- AMSC Police Department officers are certified under the 35-8-1 and have the same authority as municipal police officers in the State of Georgia, being authorized to carry firearms and empowered to make arrests. All criminal incidents are investigated by the AMSC Police Department on the campus of Atlanta Metropolitan State College. All crimes that occur on campus or AMSC property shall be reported to College Police. All crime that occur outside of the campus should be reported to the Atlanta Police Department.
AMSC Police Department

“Mission Statement”

Semper Servo – “Always Serving”

- To provide a safe and secure campus that provides for an environment for learning and empowerment.

- To enforce federal, state, and city laws and campus policy, to serve the diverse public, prevent and detect criminal activity and foster collaborative relationships with students, staff, faculty as well as local agencies, and the community.

- Additionally, we will promote the growth and development of the members of the Department of Public Safety to insure professionalism, integrity, and customer service above all.

Atlanta Metropolitan State College has one of the lowest crime rates among colleges and universities in the University System of Georgia. We are committed to maintaining this safe environment.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The AMSC Police Department maintains a cooperative relationship with the Atlanta Police Department, Fulton County Sheriff’s Office, State Police, Georgia Bureau of Investigations and surrounding police agencies. This includes intraoperative radio capability, training programs, special events coordination, and investigation of serious incidents.

Crimes Involving Student Organizations at Off-Campus Locations

AMSC College relies on its close working relationships with Atlanta Police Department and other agencies in the metro Atlanta area to receive information about incidents involving AMSC students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, the AMSC Police Department will actively investigate certain crimes occurring on or near campus. If the AMSC Police Department learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Office of Student Conduct, as appropriate.
The College requires all recognized student organizations to abide by federal, state, and local laws, and College regulations. The College may become involved in the off-campus conduct of recognized student organizations when such conduct is determined to affect a Substantial College Interest (as defined in the College Off-Campus Misconduct Policy located in the student handbook which can be located at www.atlm.edu.

TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the AMSC Police Department issues “Trailblazer Crime Alerts.” The AMSC Police Department will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. AMSC Police Department will post these warnings through a variety of ways, including but not limited to posters, e-mails, and media. The College also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

The purpose of these trailblazer Crime Alerts is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. The College will issue Trailblazer Crime Alerts whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority or the local police; or 2) the College determines that the incident represents an on-going threat to the campus community.

Additionally, the AMSC Police Department may, in some circumstances, issue trailblazer Crime Alerts when there is a pattern of crimes against persons or property. At AMSC, the Police Chief of AMSC Police Department will generally make the determination, in consultation with other
College offices, if a Crime Alert is required. However, in emergency situations, any police supervisor may authorize a Trailblazer Crime Alert. For incidents involving off-campus crimes, the College may issue a Crime Alert if the crime occurred in a location used and frequented by the College population.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at AMSC

The Safety and Emergency Response Team along with the AMSC Police Department is responsible for the Comprehensive Emergency Management Plan (CEMP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with College departments to write, maintain, test, and exercise the CEMP
- Cooperation, Integration, and Mutual Aid with local, state and federal planning, response, and public safety agencies and their CEMPs.

A summary of the College’s emergency response procedures is located at atlm.edu. Included at this web page is detailed information regarding the College’s emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on College and cellular telephones.

Drills, Exercises and Training

Annually, the College conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across the campus.

To ensure the AMSC emergency management plans remain current and actionable, AMSC will conduct an emergency management exercise, at a minimum once yearly. These exercises may
include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The AMSC Police Department conducts after-action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, AMSC will notify the community of the exercise and remind the community of the information included in the College’s publicly available information regarding emergency response procedures.

Emergency Notification

Atlanta Metropolitan State College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. AMSC uses the emergency notification system Blackboard Connect which allows AMSC to contact registered members via telephone, text, landline and email. Blackboard connect is an emergency notification service available to students, staff, and anyone in the AMSC community who wants to subscribe. Blackboard connect can be used to send emergency messages within minutes of the occurrence of an incident.

AMSC performs a College-wide annual test of the system. The following procedures outline the process the College uses when issuing emergency notifications.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of campus community. These methods of communication include the mass notification system Blackboard Connect, the College’s e-mail system, and verbal announcement within a building and public address system on police cars. AMSC will post updates during a critical incident on the homepage. If the situation warrants, AMSC will establish a telephone call-in center to communicate with the College community during an emergency situation.
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The AMSC Police Department or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Police Dispatch or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the Police Department or other authorized College office to issue an emergency notification.

The College’s authorized representatives will immediately initiate all or some portions of the College’s emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, AMSC may elect to delay issuing an emergency notifications. As soon as the condition that may compromise efforts is no longer present, AMSC will issue the emergency notification to the campus community.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

AMSC Police Department and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the College community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the emergency notification first. AMSC may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via AMSC’s mass notification system, AMSC will also post applicable messages about the dangerous condition on the AMSC homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus,
College officials will distribute the notification to the entire campus community.

**Determining the Contents of the Emergency Notification**

The office responsible for issuing the emergency notification will, in concert with AMSC Police Department and local first responders, determine the contents of the notification. AMSC has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

**Enrolling in the College’s Emergency Notification System**

We encourage members of the campus community to enroll in the Blackboard Connect system by contacting the help desk through the Management Information System (MIS) Helpdesk or by visiting [http://atlm.edu](http://atlm.edu). We encourage the AMSC community members to regularly update their information to insure they may receive timely alerts.

AMSC Police Department trains annually on incident command incidents and trains to for operational readiness when dealing with incidents. Below are several reasons why a Trailblazer Alert could be initiated and what to do in case you receive an alert.

**What Does Shelter in Place Mean?**

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room, if possible, with as few windows as possible or no windows. When authorities issue directives to shelter in place, do not walk outdoors. Take refuge indoors immediately.
A shelter-in-place order may be issued for several reasons:
- Active shooter
- Severe weather
- Hazardous materials
- Civil unrest
- Hostage situation
- Any situation in which it is best for you to stay where you are to avoid any outside threat.

When this occurs
1. Remain Calm
2. Follow the instructions of the Building Captain, Instructors, or First Responders.
3. Faculty/Staff should encourage students and others not to leave or go outside.
4. Select a small interior room with as few windows as possible or no windows.
5. Close and lock all windows, exterior doors, and any other opening that lead to the outside.
6. Stay away from all windows and doors
7. Plant Operations personnel should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents
10. Room(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:
1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building.
For external chemical, biological or radiological incidents:
1. Stay inside and move to an inner corridor or office.
2. Plant Operations personnel or trained crisis coordinators may shut down all building ventilation fans and air conditioners, when necessary and appropriate.
3. Because many chemical agents are heavier than air and tend to hold close to the ground, move to higher levels of the building if possible to reduce the transfer of contaminated air from the outside to the inside.
4. Remain alert for instructions and updates as they become available from the emergency personnel and university administrators.

How to evacuate:
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify AMSC Police at extension 4040 or at 404-756-4040.

1. Remain CALM.
2. Listen to the Building Captains.
3. Do NOT use elevators. Use the stairs.
4. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform AMSC Police or the responding fire department of the individual's location.
5. Proceed to a clear area at least 150 feet away from the building. Keep all walkways clear for emergency vehicles.
6. Make sure all personnel are out of the building.
7. Do not re-enter the building.
Once you have evacuated your building, follow the instructions of the instructors or Building Captains. At the staging area it is critical to get a head count of all persons to insure that the building has been cleared.

SECURITY OF and ACCESS TO COLLEGE FACILITIES

At AMSC campus, administrative buildings are open from 8:00 a.m. until 6:30 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 11:00 p.m. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Many cultural and athletic events held in AMSC facilities are open to the public. Other facilities such as the bookstore, library, and performance center are likewise open to the public. Only those who have demonstrated a need are issued keys to a building.

Residence Halls

At the moment AMSC Does not have any residential facilities.

Security Considerations for the Maintenance of Campus Facilities

AMSC is committed to campus safety and security. At the College, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Environmental Health & Safety, in conjunction with representatives from the AMSC Police Department conduct surveys of the AMSC campus property twice each year to evaluate campus lighting.
We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the College Police.

**CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS**

In addition to the many programs offered by the AMSC Police Department and other College offices, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

**Behavioral Intervention Team**

In order to extend our efforts on emergency preparedness and prevention, AMSC has established a Behavioral Threat Management Team. The objective of the Behavioral Threat Management Team (BTMT) is to put in place a structured process for evaluating potentially threatening situations that occur at the College. The multi-disciplinary team is comprised of members from around the College community.

**Weapons Policy**

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on College owned or controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the College or state law. Failure to comply with the College weapons policy will result in disciplinary action against violators up to and including criminal prosecution and dismissal from the College.

**Crime Prevention and Safety Awareness Programs**

In an effort to promote safety awareness, the AMSC Police Department maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact the AMSC Police Department at 404-756-4477
The Office of Student Conduct

The mission of the Office of Student Conduct is to promote a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Student Code of Conduct

The Office of Student Conduct is responsible for administering the Code of Conduct for Students, which is articulates the behavioral standards and the equitable procedures employed by the College to respond to allegations of student misconduct.

The Code of Conduct for Students is administered at all College campuses on College property and may also address off campus student misconduct when a student’s behavior affects a Substantial College Interest.

Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College. Students residing in College housing may also lose the privilege of living on campus for violating College rules and regulations or conditions of the housing contract.

In most cases the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

Parental Notification Policy

The College reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes AMSC to disclose disciplinary records concerning violations of the College’s rules and regulations governing the use or possession of alcohol or controlled
substances that involve students who are under the age of 21 regardless of whether the student is a dependent.

AMSC may also report non-alcohol or drug related incidents to parents or legal guardians of dependent students under circumstances described in the Student Guide to General College Policy and Rules

**AMSC COLLEGE’S RESPONSE TO SEXUAL AND GENDER**

AMSC does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Atlanta Metropolitan State College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, AMSC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

**Personal Safety**

Theft, disorderly conduct, and alcohol related offenses are very common on college campuses. However, they don’t stand-alone. Despite law enforcement’s efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is Sexual Assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a
number of very complex reasons. We provide the following information to assist those help who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of the situation to prevent such serious crimes. Such as:

**Know your surroundings**
- Be alert
- Call for help
- Report any suspicious people and/or activity, immediately

**Defining Rape and Sexual Assault**

In the State of Georgia rape (O.C.G.A 16-6-1) is defined as The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

In the State of Georgia there is no general definition for the general term of sexual assault. However, sex offenses are defined individually in the Georgia State Code. For the purpose of the AMSC Campus Sexual Assault is an offense that meets the definition of rape, sexual battery, or aggravated sexual battery. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

While these definitions are clear, victims often have difficulty reporting a sexual assault for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Contact a close
friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department.

- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion.

- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember report a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.

- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.

**Our Commitment to Addressing Sexual Assault/Rape**

AMSC does not tolerate sexual misconduct or abuse, such as sexual assault, rape or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student Code of Conduct, and AMSC College policies, and may violate Federal and State Laws. Violations of this policy are subject to disciplinary sanctions through the Office of Student Conduct and/or those outlined in applicable College policies as well as criminal prosecution. AMSC Police Department is committed to providing a safe and secure campus and will investigate every incident of sexual misconduct and seek criminal charges where state law and statutes authorize. Please visit www.atlm.edu to review procedures, policies and protocols for reporting and addressing allegations of student sexual misconduct.

The College provides the following rights to all sexual assault victims:

- A Victim Advocate will be made available to all victims of crimes through the appropriate prosecuting office. The Victim Advocate will provide support and guidance to victims and enable them to receive advocacy, information, and assistance judicially.
- AMSC Police Department are active participants in the Campus Sexual Assault Response Team. This is to ensure victims are provided the appropriate care in a timely fashion and with only well trained professionals.

- On campus counseling services are available to students through Counseling and Disabilities Services.

- “Hardship withdrawal” is a special procedure the enables victims of violence to retroactively withdraw from a semester or individual courses.

**College Procedures for Responding to Reports of Sexual Assault**

If you or someone you know is the victim of a sexual assault, the victim has several rights, including:

- The right to report the incident to the AMSC Police Department or local authorities. The AMSC Police Department investigates all crimes (that occur on the Campus of AMSC) reported to the Police Department and has officers specially trained to work sex crimes. AMSC Police Department will also assist students in seeking help with crimes that did not occur on the AMSC Campus.

- The College will assist victims in notifying either the College or local police and assist the victim with their rights throughout the process.

- In addition to the campus services listed below, there are also several community service organizations that can provide counseling, mental health, and other related services to sexual assault victims.
  - Fulton County Solicitors Office (Victim Assistance) - 404-612-6883
  - Fulton County District Attorney Office (Victim Assistance) - 404-612-4986
  - Georgia Network to End Sexual Assault - 404-815-5261
  - Grady Rape Crisis Center - 404-616-4861
  - AMSC Counseling and Disability Services - 404-756-4016

- If a victim of a sexual assault or relationship violence incident requests a change in her or his academic schedule, the Office of Student Conduct, and other offices at the College, will assist the individual with making these changes, as long as they are reasonably available.

- In matters of a criminal nature, the AMSC police departments conducts a criminal investigation which is totally separate from the administrative investigation the school conducts.
College Disciplinary Procedures in Sexual Assault Incidents

If you have been sexually assaulted, you have options for addressing such conduct. You may wish first to discuss the problem privately with a counselor or an adviser in the office of Counseling and Disability Services or with another professional counselor. AMSC Police Department are always available to assist a victim with getting the support she/he requests.

AMSC student conduct process is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents.

The Office of Student Conduct manages the resolution proceeding in which a student is the alleged perpetrator. The full text of the protocol for how AMSC responds to sexual assault complaints through the campus conduct process can be found in the student handbook located on the college website www.atlm.edu. The Human Resource Office is responsible for managing proceedings for those cases in which an employee is the respondent.

In determining whether the alleged conduct constitutes sexual harassment or assault, the full context in which the alleged incident occurred must be considered. In any case, both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceeding.

During any sexual assault complaint proceeding, the College has a range of sanctions available. Those sanctions may range from probation to expulsion from the College, depending upon the nature and circumstances of the specific incident.

Sexual Assault Prevention Education Programs

The Office of Student Affairs and the Office of Counseling and Disabilities is primarily responsible for sexual assault education and awareness in collaboration with many offices at the
College. Together, these offices offer a variety of programming focusing on sexual and gender violence. Below is a list of some of the programs available at the College.

- Sexual Assault Familiarization Exchange System (SAFE) – in collaboration with College Police. A free 2-hour course by request
- Welcome Week/New to Campus Initiative – events with invited speakers to address

Sex Offender Registration – Campus Sex Crimes Prevention Act
Megan’s Law

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

Daily Crime and Fire

AMSC Police Department maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. The AMSC Police Department publishes the Daily Crime and Fire Log, Monday – Friday, when the College is opened. This log identifies the type, location, and time of each criminal incident reported to College Police.

The most current 60 days of information is available in the lobby of the AMSC Police Department. Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.
AMSC POLICIES GOVERNING ALCOHOL AND OTHER DRUG

AMSC Alcohol and Drug Policy

AMSC prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by the College or used as part of College activities.

For students, this includes prohibiting the possession and consumption of any beverage containing alcohol on the campus of AMSC. In addition, the smoking of any material is prohibited in all facilities of AMSC at all locations.

AMSC is committed to operating in accordance with the laws of the state of Georgia with regard to the use, sale, possession and consumption of alcoholic beverages. It is the responsibility of all members of the college community to abide by those laws. Atlanta Metropolitan State College is in compliance with section 1213 of the Higher Education Act of 1965 regarding the possession, use and sale of alcoholic beverages and illegal drugs. Any violation of the act or of federal and state laws pertaining to the possession, use and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and through the college’s judiciary system.

AMSC police regularly patrol the campus and respond to calls for service regarding drugs or alcohol. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession and sale of alcoholic beverages at AMSC. AMSC has a zero tolerance for drug possession on campus

Education and Research Areas

AMSC specifically prohibits the use, possession and dispensing of alcoholic beverages in classrooms, lecture halls, laboratories, libraries, research areas, or within buildings, arenas or areas where athletic events, lectures, or concerts are held, during such events or activities. Permission will not be granted to use or possess alcoholic beverages in a facility that is being used for one of the above functions.
Policies Specific to Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state and or federal law. Disciplinary sanctions may include: Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, up to Suspension or Expulsion from the College. In most cases the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved

Illegal Substances (Drugs)

It is a violation of state law and AMSC policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. Students who violate this policy will be referred to the Office of Judicial Affairs, and/or AMSC Police.

Know the signs:
- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:
- Turn a vomiting person on his/her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

Policies Specific to Faculty and Staff

As a condition of College employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to AMSC sanctions, including dismissal, as well as criminal sanctions provided by federal, state or local law. An employee may be required to participate in a drug abuse or drug rehabilitation program. An employee must notify his or
her supervisor of any criminal drug conviction for a violation occurring in the AMSC workplace no later than five (5) days after such conviction.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The AMSC Police Department maintains a close relationship with all police departments where AMSC owns or control property ensure that crimes reported directly to these police departments that involve the College are brought to the attention of the AMSC Police Department.

The AMSC Police Department collects the crime statistics disclosed in the charts through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that the AMSC Police Department maintains, the statistics below also include crimes that are reported to various campus security authorizes, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.
Definitions of Reportable Crimes

Primary Crimes:

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – is defined as the killing of another person through gross negligence.

**Sex offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Consent:** Atlanta Metropolitan State College defines consent as freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous actions. “Non-consent” means without either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, the sexual initiator should stop and clarify the other individual’s willingness to continue. Non-communication constitutes lack of consent.

A. **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.

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

C. **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – is defined as taking or attempting to take anything of value from the car, 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** – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.

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

**Hate Crimes**

*Hate Crimes* – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

**Larceny/Theft** — includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault**— an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**— to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism or Property (except Arson)**— to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Categories of Prejudice:**

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Dating violence, domestic violence, and stalking**

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.

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 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 a course of conduct directed at a specific person that would cause a reasonable person to--

- (i) Fear for the person’s safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”

31
We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Below is a list of some ways to be an active bystander:

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

The next page reports the reportable offenses for the AMSC campus for the last three years. This report also includes the new requirements of the Violence Against Women Act and the Campus SaVE Act.
<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residential Facility</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criminal Homicide</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Negligent Manslaughter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 2</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Robbery</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Aggravated Assault</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Burglary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 1</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Motor Vehicle Theft</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 3</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 4</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 1</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Offenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>2012 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>2011 11</td>
<td>N/A</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2012 4</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 4</td>
<td>N/A</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>2011 0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VAWA Amend New Offenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dating violence</td>
<td>2011 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2012 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>2011 0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2012 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2013 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: In the years 2011, 2012, 2013 there were no hate crimes reported for Main or Non-Campus Building or property.
CRIME PREVENTION TIPS

While the AMSC campus is a reasonably safe environment, crime does occur. In addition to the Clery Act crimes statistics below, other common crimes that occur on campus are outlined below:

**Theft**

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to labs, classrooms locked when not occupied
- Don’t provide access to unauthorized persons in the buildings or classrooms
- Do not leave entry doors propped open.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, checkbooks in the trunk of your vehicle or leave it at home.
- Keep a list of all valuable possessions including the makes, models, and serial numbers
- Don’t leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don’t lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don’t take any chances
Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person’s personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use of computer security software on computers and installation of firewalls are good.
VAWA Amendments “Good Faith” Policy Statement

Introduction

Atlanta Metropolitan State College (AMSC) is committed to providing a safe learning and working environment. In compliance with federal laws, and College policies and procedures a policy statement on Domestic Violence, Dating Violence, and Stalking have been adopted to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Reporting an Incident

If a student, employee or visitor has been the victim of an incident of sexual assault, domestic violence, dating violence, or stalking they should immediately report to the AMSC Department of Public Safety located at 1630 Metropolitan Parkway, Academic Building room 205, 404-756-4040. In the case of an emergency or ongoing threat please get to a safe location and call 911. Local police may be contacted by dialing 911, Atlanta Police Department is the agency that handles incidents outside of the campus grounds.
Students may also report an incident to the office of Student Affairs located on the second floor of the Student Center or call 404-756-4585. Student may also call the Director of Student Conduct 404-756-1271. Employees may also report to Human Resources office located in the Administration building or call 404-756-4047. These offices and other such as Student Activities or the office of Counseling and Disability Services will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police, if they elect to do so. Victims are not required to report to law enforcement in order to receive assistance from or pursue any options with Atlanta Metropolitan State College.

**Written Notification of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights as provided for under this policy.

**Procedures Victims Should Follow**

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs it is important to preserve evidence so that a successful criminal prosecution remains an option.

The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.
On & Off Campus Resources
Both Atlanta Metropolitan State College and the City of Atlanta also offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. AMSC Counseling & Disability Services Staff are available to assist any student or employee free of charge and will help them consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or to access these resources that include the following.

AMSC Counseling & Disability Services 404-756-4016 Academic Building – Rm 225
Grady Rape Crisis Center -Legal Advocate/Prevention Educator - Rape Crisis; Telephone: 404-616-1209, Fax: 404-616-5882

http://www.rainn.org  – Rape, Abuse and Incest National Network
http://www.ovw.usdoj.gov/sexassault.htm - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education,
Office of Civil Rights

Accommodations
Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual assault, domestic violence, dating violence, or stalking Atlanta Metropolitan State College is committed to providing them a safe learning or working environment. Upon request Atlanta Metropolitan State College will make any reasonably available change to a victim’s academic and or working situation. Students may contact the office of Student Affairs at 404-756-4585 for assistance, and employees may contact the office of Human Resources at 404-756-4047 for assistance.
If a victim reports to law enforcement, the Department of Public Safety will assist them in obtaining a no-contact/restraining order as permitted by law from a criminal court. Atlanta Metropolitan State College is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Atlanta Metropolitan State College is also committed to protecting victims from any further harm, and Student Affairs through their judicial proceedings may issue an institutional no-contact order that is effective on campus only.

AMSC complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to the AMSC Police and the Office of the Title IX Coordinator. A complainant may then meet with the AMSC Police to develop a Safety Action Plan, which is a plan for AMSC police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home. AMSC cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services.

Victim Confidentiality
Atlanta Metropolitan State College recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made and shared with the accused.

Reports made to Atlanta Metropolitan State College officials will be kept confidential, and identifying information about the victim shall not be made public, unless state law dictates otherwise. Information about reports will only be shared with institutional personnel as
needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. Reports made to medical professionals and 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 or as ordered by a court of competent jurisdiction.

Reports made to the AMSC Police Department are subject to open records request and all state laws pertaining to release of information shall apply.

Education Programs

Atlanta Metropolitan State College is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that Atlanta Metropolitan State College prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- First year student orientation
- New employee orientation
- Poster campaigns
- Seminars for employees
Conduct Proceedings

Atlanta Metropolitan State College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal charges and prosecution, students, employees and other affiliates may also face disciplinary action by Atlanta Metropolitan State College. Individuals found responsible for having committed such a violation face permanent expulsion, termination of employment, suspension, and probation. Educational sanctions such as community service, letters of apology, attending workshops, writing essays or research papers may also be imposed where appropriate. Incidents involving accused students will be handled by, the Office of Student Affairs located on the second floor of the Student Center or call 404-756-4585. Student may also call the Director of Student Conduct at 404-756-1271. Incidents involving accused employees/affiliates will be handled by the Office of Human Resources office located in the Administration Building or call 404-756-4047.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Investigations shall be conducted within 60 days unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required. Determinations shall be made within 30 days following the completed investigation, unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required.
Determinations shall be made by Vice President of Student Affairs within 30 days using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and timeframe, within 10 business days, for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties. Both, the accused and the accuser are afforded the right to appeal the outcome decision within 5 business days after formal notification of the decision is made.

For additional information about student conduct proceedings please consult the AMSC Student Code of Conduct available at www.atlm.edu or in the Office of Student Affairs. For additional information about employee conduct proceedings please consult the AMSC Employee Handbook available at www.atlm.edu or in the Office of Human Resources.