Campus Safety and Crime Reporting Policy 2025

Table of Contents

PAGE

Section I: Helms College Safety 1

1.1 Helms College Safety Declaration

1.2 Goodwill Loss Prevention

1.2.1 Training of Goodwill P e r s o n n e l

Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics ..4

2.1 Notifying the College Community

2.1.1 Notifying Prospective Students, Faculty and Staff

2.2 Procedure for Gathering and Disclosing of the College's Annual Crime Statistics

Section III: Safety Awareness and Crime Prevention 6

3.1 Crime Prevention Measures

3.2 Timely Warning Notifications to the Campus Community

3.3 Safety and Access to Helms College Campus Facilities

3.4 Maintenance on Helms College Campuses

3.5 Safety Programs

3.5.1 Informing New Staff of Safety Reporting Procedures

3.6 Emergency Evacuation Planning

3.6.1 Emergency Evacuation Assistance

Section IV: Reporting Criminal Activities 10

4.1 Reporting Emergency Criminal Activities

4.2 Reporting Criminal Activity to the Campus Security Authority

4.3 Anonymous and Confidential Reporting of Crimes

4.4 Staff Support

4.5 Confidential Reporting to a Counselor

4.6 Georgia Reporting of Child Abuse

Section V: Reportable Offenses 13

5.1 List of FBI-Defined Reportable Offenses

5.2 Additional Offenses Reported Internally

5.3 Hate Crimes

5.4 Reportable Locations and Their Definitions

Section VI: College Cooperation with Law Enforcement Agencies. 15

Section VII: No Weapons on Campus 16

7.1 Qualified Law Enforcement Officers

Section VIII: Policies and Programs Concerning Alcohol and Other Drugs 18

8.1 Alcohol and Other Drugs Prevention and Counseling Services

8.2 Health Risks of Alcohol and Other Drugs

8.3 Physical and Psychological Dependence and Effects of Specific Drugs

8.4 Standards of Conduct

8.5 Sanctions the College Will Impose for Alcohol or Other Drugs Violations

8.6 Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Section IX: Sexual Assault Policy and Prevention 25

9.1 Definition of Sexual Misconduct

9.2 Facts about Sexual Assault

9.3 Reporting a Sexual Assault

9.4 Violence Against Women Act (VAWA), Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)

9.5 Preservation of Evidence of a Sexual Assault

9.6 Surviving Sexual Assault

9.7 Sanctions the College May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence

9.8 Changing Academic Situation

9.9 Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense

9.10 Educational Programs - Sexual Assault Awareness

Section X: Sex Offender Registry 30

10.1 Sex Offender Registry

10.2 Reporting Convicted Sex Offenders

Section XI: College Enrollment and Employment. 31

11.1 Enrollment

11.1.1 Total Enrollment

11.2 Student Housing

11.3 Employment

11.4 Student Organizations

Section XII: Emergency Mass Notification 33

12.1 General Policy

12.2 Weather Emergencies

12.3 Reporting Emergencies

12.4 Notifications and Warnings

12.5 Notification Methods

12.6 Maintenance of Emergency Contact Information

12.7 Responsibility for Emergency Mass Notification Administration

12.8 Monitoring and Enforcement

12.9 Definitions

Contacting the Campus Security Authority 41

Counseling and Assistance Resources 42

Contacting the Campus Safety Team 44

Appendix of Acronyms. 45

2025 Campus Safety and Security Survey 46

Section I: Helms College Safety

Helms College has developed important programs to help protect your safety and well-being. The following information is not a contract. It is,. however, a useful description of our campus safety policies, and we encourage you to read it carefully.

1.1 Helms College Safety *Declaration*

Education requires a safe environment for success. Helms College is strongly committed to crime prevention and the safety of our members. Your cooperation is essential to minimize criminal activity and create a safer community for all.

Like other institutions, colleges are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the Helms College community of students, faculty and staff. This means that you must obey both U.S. law *and* the rules and regulations of the College. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the College.

A well-informed college community helps create a safety conscious public. The College follows federal law and annually publishes and distributes crime statistics for the current calendar year and the three previous years. You may review them at Student Services or Admissions .

1.2 *The Campus Security Authority*

To help ensure the safety of the College community, the College has a designated Campus Security Authority (CSA) on every campus. Sometimes we do contract with the police or other public law enforcement. We fully cooperate with the police and other public law enforcement.

We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act,", a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. The Clery Act states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.
- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This Campus Safety Policies document refers to the local CSA as the individual the College designates at every campus and identifies on **In Case of an Emergency/9-1- 1** posters in all classrooms and common areas for all Helms College locations. Students, faculty and staff should report criminal offenses and incidents to their CSA. You can also find the CSA's name and contact information on the Student Information Board in the administrative hallways on each campus.

Individuals should report any complaints regarding non-compliance with the Clery Act or any state-specific regulations to their local CSA.

The Clery Act states that other individuals may also support the CSA function, such as front desk College staff, those who provide security or monitor access to campus facilities or parking facilities, or Student Services. These individuals serve as a point of contact in the event of an emergency, incident or crime.

The local CSA advises them of this, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees of the College and Goodwill personnel who handle tasks like patrolling, monitoring access, or providing a driving or walking safety escort also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

1.2.1 Goodwill

Goodwill personnel is utilized on most Helms College properties where there is not already a security presence provided by the property manager. These individuals are responsible for reporting all incidents and crime information to the appropriate Campus Security Authority and/or the Goodwill Loss Prevention Office per the Jeanne Clery Act.

While Goodwill personnel and College campus employees cannot make arrests, they do work closely with federal, state, and local law enforcement agencies to aid in the arrest of individuals committing crimes against the College and its members.

The number of assigned Goodwill personnel to a campus may *vary* depending on the size of the campus community and local threats.

1.2.2. Training of Goodwill Personnel

Training of Goodwill personnel covers the following:

- Legal restrictions on arrest, search and seizure, and use of force.
- Report writing basics.
- Workplace violence recognition, response, and prevention.

- AED, First Aid and CPR Certified.
- Jeanne Clery Act.
- Interpersonal and communication skills.

Helms College works with Goodwill to provide at least one security person at all campus locations. These individuals serve as a point of contact in the event of an emergency, incident or crime. The local CSA advises them of this and partners with each individual to maintain an active working relationship.

During the annual safety events, the CSA will communicate to all students and staff that Goodwill personnel can assist.

1.3 *Helms College Communication with Campus Security Authorities*

Helms College is required to report all incidents and crime information to the appropriate Campus Security Authority and/or Goodwill Loss Prevention Office per the Jeanne Clery Act. All information is reviewed by this office for reporting purposes.

Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

We provide notice of reporting and disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

2.1 *Notifying the College Community*

Every year, the College's community members receive a notice of the Annual Security Report electronically. The notice always:

- discloses that these annual crime statistics are part of the Helms College Annual Security Report and available on a website;
- gives the exact electronic website address for this report: http://www. and
- states that community members may request a paper copy of the report.

2.1.1 Notifying Prospective Students, Faculty and Staff

The local Campus Security Authority (CSA) also notifies all potential students, faculty and staff that Campus Safety Policies and Annual Crime Statistics are available on a website. The notification contains the exact website address and states that community members may request a paper copy.

2.2 *Procedure for Gathering and Disclosing of the College's Annual Crime Statistics*

A police report must be filed for loss or destruction of College property or crimes that occur on College property and for theft of College property, which is considered traceable (i.e., includes a serial number), even if the property was not stolen from a College location. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property.

The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook will not contain any personal or private information regarding victims of the crimes. In the event a campus does not have a front desk area, the Logbook can be kept in Student Services. In rare instances where there is no front desk and Student Service Office, the CSA will retain the Logbook.

The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

Section III: Safety Awareness and Crime Prevention

At Helms College, we take safety awareness and crime prevention measures very seriously.

3.1 *Crime Prevention Measures*

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the College community - more safe and secure:

- Lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body or in a secure location.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring any kind of weapon onto College property.

3.2 *Timely Warning Notifications to the Campus Community*

Campus Security Authorities (CSAs) release a Timely Warning Notification (TWN) to alert the College community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious threat or a systematic pattern of crimes or threats may put anyone in the College community at risk. CSAs are responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. Names of victims or any personally identifiable information will not be placed in the notification.

TWNs are posted in visible, accessible areas at Helms College locations where such threats occur. Helms College campuses may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community.

It is important to note that CSAs are not required to issue a TWN for *every* crime reported but must, at minimum, follow Clery Act guidelines. When making their decision, the CSAs may consult with local law enforcement. Whether the CSA issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

- **The nature of the crime.** TWNs should focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual offense, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the CSA must include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

Faculty and staff may contact Brian Grady regarding security concerns at the Macon Campus and Bryant Martie at the Augusta Campus. Personnel are available 24 hours a day, 7 days a week. However, in the event of an emergency, faculty and staff should call 9-1-1 first.

3.3 *Safety and Access to* Helms College *Campus Facilities*

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas, secured administrative and institutional facilities.

3.4 *Maintenance on* Helms College *Campuses*

The CSA ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CSA must notify the appropriate facilities manager and request prompt attention to the problem.

College facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. We ask that you promptly report any problems or hazards you notice to your CSA.

3.5 *Safety Programs*

Each campus sponsors at least one annual safety event and one sexual assault awareness and prevention training. These trainings should be conducted during a time and at a location to maximize participation from all students, faculty and staff. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. Please contact the CSA for information on where and when these education events will occur.

The annual safety event varies by campus and may include CPR, AED (automated external defibrillator), crime prevention, self-defense and protection, and local police or fire department demonstrations. See your CSA for information about upcoming security awareness and crime prevention programs.

3.5.1 Informing New Staff of Safety Reporting Procedures

In addition to coordinating these safety events, the CSA makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CSA.

3.6 *Emergency Evacuation Planning*

The CSA conducts at least one emergency evacuation drill per year at each campus location. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor.

The College also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat.

3.6.1 Emergency Evacuation Assistance

Individuals who require assistance during an emergency must disclose this need to their manager (staff) or a Disability Services Advisor (DSA) (students) whose contact information can be found at >>>. In conjunction with the CSA, the DSA develops a personal emergency plan that includes specific notification and evacuation procedures for appropriate students, faculty or staff in the event of an emergency.

Section IV: Reporting Criminal Activities

Helms College does not regularly contract with local police to be present on our campuses. In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police.

The College has Goodwill loss prevention personnel available at many of our campuses. You may ask the Campus Security Authority (CSA) if Goodwill personnel are assigned to your campus. If so, you can also report on-campus incidents to the CSA, Goodwill personnel on site or at the front desk. You may report criminal activity to the CSA anonymously or request confidentiality. The CSA will coordinate with the local police department and Goodwill personnel when compiling the Annual Security Report.

4.1 *Reporting Emergency Criminal Activities*

In emergencies, **dial 9-1-1 first.**

9-1-1 answers calls **24 hours *a* day, 7 days *a* week.** The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency response numbers to reach public emergency response agencies.

Second, call the Goodwill Loss Prevention Office. In the event, the criminal offense involves intent to harm or an act of violence; please contact the Loss Prevention *after* calling 9-1-1 so that it may respond to the situation as soon as possible. The Loss Prevention Office can be reached at 478-471-4811 or 706-840-8745.

After calling 9-1-1 and the Loss Prevention Coordinator, report emergency incidents and crimes to the CSA so they may also respond.

4.2 *Reporting Criminal Activity to the Campus Security Authority*

The CSA is available at a// Helms College campuses for students, faculty and staff. The CSA has the official capacity to receive all reports relating to crime at the College locations.

The identity of the CSA is listed on the College website at and posted on the **In Case of an Emergencyl9-1-1** posters in visible areas at each campus. Please look for this information, so you will be prepared if you need it.

4.3 *Anonymous and Confidential Reporting of Crimes*

Helms College encourages students, faculty and staff to report any suspicious or criminal activities that occur at a Helms College location. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary.

4.4 *Confidential Reporting to* a *Counselor*

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the Annual Crime Statistics.

4.5 *Georgia Reporting of Child Abuse*

Under Georgia regulations, college administrators who knowingly and willfully fail to report known or suspected child abuse, abandonment, or neglect committed on the property of the College or during an event or function sponsored by the college or who knowingly and willfully prevent another person from doing so, shall be guilty of a misdemeanor.

Section V: Reportable Offenses

The Helms College Annual Security Report includes crimes reported to a Campus Security Authority (CSA) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

5.1 *List of FBI-Defined Reportable Offenses*

These crimes meet definitions in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violation
- Hate Crime
- Liquor Law Violation
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

5.2 *Additional Offenses Reported Internally*

These offenses are also reported on our website:

- Bomb Threats
- Dating Violence
- Destruction/DamageNandalism of Property
- Domestic Violence
- Larceny Theft
- Menacing
- Simple Assault
- Stalking
- Terroristic Threatening/Inti midation
- Theft
- Wanton Endangerment

5.3 *Hate Crimes*

A **Hate Crime** is a criminal offense committed against a person or property that is in any way motivated by the offender's bias. **Bias** is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity or expression, religion, disability, sexual orientation, ethnicity or national origin.

5.4 *Reportable Locations and Their Definitions*

The Clery Act includes the following locations in the annual Campus Crime Survey.

"On Campus:" *Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in* a *manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, 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).*

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

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

The Department of Education includes the following reporting location, if indicated:

"Local Crime Statistics:" *Applicable statistics reported by local and state law enforcement not already included in the Helms College Annual Security Report.*

Section VI: College Cooperation with Law Enforcement Agencies

Helms College values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, Campus Security Authorities (CSAs) maintain working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location.

Although the College does not contract with local police and law enforcement agencies for security, every campus contacts the appropriate authorities for annual crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

On-going, cooperative communications and safety awareness programs may include:

- Inviting local law enforcement officers to participate in events on campus (e.g., annual safety event); or
- Extending courtesy use of unused classroom space during business hours for training functions; or
- Requesting walkthroughs or safety assessments.

Section VII: No Weapons on Campus

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for College purposes. This includes replicated weapons (e.g. fake guns, swords, etc.). Exceptions may possibly be made for students and faculty members who are qualified *active* law enforcement officers *required to carry* a *weapon at all times, even off-duty and in plain clothes.* Students and faculty members who are law enforcement officers in plain clothes must contact the Campus Security Authority (CSA) prior to bringing a weapon on campus for further instructions.

Some College locations' building owners may restrict any carrying of weapons except for only "on-duty" qualified active law enforcement officers on their property. Depending on specific state and federal regulations, this policy might be preempted if the building owner posts such a restriction, requiring the CSA to seek further advice before processing a verification request.

Student requests must include a written verification letter from an authorized supervisor or agent regarding the requirement to carry the weapon, even off-duty and in plain clothes, to the CSA. Verification letters must be provided on department letterhead, signed by an authorized supervisor or agent of the department, and must confirm that the student is in fact a qualified active law enforcement officer whose job requires carrying a weapon while off-duty. The CSA will provide this letter to Goodwill Loss Prevention for verification. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon while off-duty, the student may instead secure the weapon in his or her vehicle while on campus.

A ***faculty*** member who is a qualified *active* duty law enforcement officer and requests to carry a weapon on campus while off-duty and in plain clothes must submit a letter of authorization on department letterhead and signed by an authorized supervisor or agent of the department to the CSA stating the faculty member's name, place of work and the agency's information. The CSA will have Goodwill Loss Prevention contact the agency for verification and document the findings. A faculty member who is an *inactive* law enforcement officer and requests to carry his or her weapon on campus will be denied. The CSA will notify the faculty member once the request to carry weapons on campus has been approved or denied.

7.1 *Qualified law enforcement officers*

In 18 USC § 926B(c), "qualified law enforcement officer" is defined as an employee of a governmental agency who:

1. is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrest, or apprehension under

section 807(b) of title 10, United States Code (article ?(b) of the Uniform Code of Military Justice);
2. is authorized by the agency to carry a firearm;
3. is not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;
4. meets standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;
5. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
6. is not prohibited by Federal law from receiving a firearm

Section VIII: Policies and Programs Concerning Alcohol and Other Drugs

Helms College has a "Zero-Tolerance" policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on College property, or as part of any College activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. *Consequences for inappropriate behavior can be severe, up to and including dismissal from the College.* If any individual is apprehended for violating any alcohol or other drug related law while at a College location or activity, the College will fully cooperate with federal and state law enforcement agencies. The College abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations *regardless of individual state legalization.*

The College has established specific courses of action regarding alcohol and other drug abuse and has steps in place to prevent abuse and generate awareness:

- Each year, all students, faculty and staff receive notification, to include the location, of Helms College policy Handbooks, Campus Safety Policies and the College's Consumer Information Guide.

- Campus Safety Policies are available to all students, faculty and staff on the public College websites or upon request.

- Students, faculty and staff are encouraged to report instances of abuse:

    - Students can report to faculty members, the local Campus Security Authority (CSA), or on their end of course survey.
    - Faculty can report concerns through Director of Culinary Arts Education, local CSA, or end of course surveys.
    - Staff, including faculty, can report issues to their immediate supervisors, by contacting Human Resources or via the Goodwill Ethics Helpline.

- Alcohol-related advertising or promotions are not permitted on campus.

- The local CSA maintains a list of local treatment facilities as well as alcohol and other drug abuse counseling resources for individuals and their family members. The CSA's contact information is available at and is communicated on posters in every classroom and throughout common areas of a ground campus.

- Employee benefits and student assistance programs offer resources to assist with alcohol and drug addiction related issues.

- The College conducts a biennial review of its program to:
    - Determine its effectiveness and implement changes to the program if they are needed.

- Ensure that its disciplinary sanctions are consistent and enforced.

8.1 *Alcohol and Other Drugs Prevention and Counseling Services*

Every campus provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes sexual assault awareness and prevention. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Please contact the CSA for information on where and when these education events will occur.

Student Resources

The College also offers substance abuse and various counseling services to all currently enrolled students via Student Services Student Services offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling 478-471-4834, and free to students.

Employee Resources

Helms College provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available from Human Resources. This service provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

National Resources

We encourage *anyone* dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- **Al-Anon (888)425-2666**
- **American Council on Alcoholism (800)527-5344**
- **National Council on Alcoholism (800)NCA-Call (622-2255)**
- **National Institute on Drug Abuse (800)662-HELP (662-4357)**
- **Alcohol Anonymous contact information can be found in local telephone directories.**
- **National Cocaine Hotline (800)COCAINE**
- **National Council on Alcoholism and Drug Dependence, Inc. (NCADD) (800)622-2255**

8.2

Health Risks of Alcohol and Other Drugs

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies.

8.3 ***Physical and Psychological Dependence and Effects of Specific Drugs***

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other Depressants	Moderate	Moderate	Slurred speech, disorientation, drunken behavior without odor of alcohol
Barbiturates	High-Mod	High-Mod	
Benzodiazepines	Low	Low	
Methaqualone, Glutehimide	High	High	
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite

LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.
Tetrahydrocannabis			
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can cause **unconsciousness,** hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trebling

8.4 *Standards of Conduct*

The College's Codes of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by Goodwill. The College enforces a "Zero Tolerance" policy regarding underage drinking.

If any individual is apprehended for violating any alcohol or other drug related law while at the College location or activity, the College will fully cooperate with federal and state law enforcement agencies.

8.5 *Sanctions the College Will Impose for Alcohol or Other Drugs Violations*

The College abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the College community found consuming or selling alcohol and other drugs on College property is subject to disciplinary action up to and including dismissal from the College, depending on the seriousness of the situation.

8.6 *Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance*

These are Federal penalties and sanctions. Additional State penalties and sanctions may also apply.

FEDERAL TRAFFICKING PENALTIES

http://www.1ust'1ce.aov/d ea/d ruainfo/fto3.shtm

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	**Substance/Quantity**	**Penalty**	**Substance/Quantity**	**Penalty**
II	**Cocaine** 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. **and not more** than 40 yrs. If death or serious bodily injury, not less than 20 yrs. **or more than life. Fine of not more** than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs. **and not more** than life. If death or serious bodily injury, life **imprisonment. Fine of not more** than $8 million if an individual, $50 million if not an individual.	**Cocaine** 5 kilograms or more mixture	**First Offense:** Not less than 10 yrs. and not more than life. If **death or serious** bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs, **and not more** than life. If **death or serious** bodily injury, life **imprisonment. Fine of not more** than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life **imprisonment.**
II	**Cocaine Base** 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	**Heroin** 100-999 grams mixture		**Heroin** **1 kilogram or more mixture**	
I	LSD 1-9 grams mixture		LSD **10 grams or more mixture**	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more **mixture**	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more **mixture**	

				Fine of not more than $20 million if an individual, $75 million if not an individual.

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & 11 Substances Any Drug Product Containing Gamma-Hydroxybutyric Acid	**First Offense:** Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any Amount Of Other Schedule III Drugs	**First Offense:** Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	**First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense:** Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an

	individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana **mixture,** 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million **if** other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $1O million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.
Hashish 1O kilograms or less	
Hashish Oil **1** kilogram or less	

Section IX: Sexual Assault Policy and Prevention

Helms College is committed to creating and maintaining a community in which students, faculty, and staff work in an atmosphere free from all forms of harassment, exploitation, intimidation or violence. The College regards all forms of or attempts at sexual assault or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion, or termination of employment. Every College campus has personal safety and sexual assault prevention programs in place and follows established procedures for reporting violations of College policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims.

No officer, employee, or agent of the College shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments of 1972 or the Campus SaVE Act.

Victims are encouraged to report offenses to the Campus Security Authority (CSA) and/or Title IX Coordinator (Human Resources) and to exercise their rights, if desired, including:

- Reporting offenses to local law enforcement, campus safety personnel, and health officials.
- Preserving evidence.
- Receiving appropriate counseling referral information.
- Completing crime reports.
- Changing an academic situation (e.g., course schedule).
- Receiving judicial no-contact, restraining, and protective orders.
- Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

9.1 *Definition* of *Sexual Misconduct*

"Sexual misconduct" includes, but is not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), sexual exploitation (2011, National Center for Higher Education Management: Title IX Coordinator Certification & Training Course Materials), rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

9.2 *Facts about Sexual Assault*

Sexual assault can happen anywhere, at any time. According to the Rape, Abuse & Incest National Network (RAINN):

- Every 2 minutes, another American is sexually assaulted.
- Sexual assault is one of the most under reported crimes, with 60% still being left unreported.
- 38% of rapists are a friend or acquaintance.
- 80% of sexual assault and rape victims are under age 30.

9.3 *Reporting a Sexual Assault*

The victim of sexual violence is encouraged to:

- Dial **9-1-1.**
- Report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution.
- Access the support services provided by the College.
- Report any incident occurring at or near a Helms College location to the CSA.

9.4 *VAWA, Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)*

Helms College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Title IX offenses are a violation of trust and respect, are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX offenses include: rape and sexual assault, domestic violence, dating violence and stalking. Helms College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Helms College will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. Helms College will provide students with educational materials on sexual violence so that students can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a Title IX offense.

If a student is a victim of sexual violence, the student is urged to seek immediate medical assistance and to report the incident to the police. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Helms College or an employee is urged to make a complaint to the Helms College Provost. Victim support and community resources are available even if the victim does not report to the police or make a complaint to the Helms College Provost. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Helms College. Should a victim of sexual violence request confidentiality, Helms College will honor the request to the extent possible and allowed by law. Helms College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

In accordance with federal law, including Title IX of the Education Amendments of 1972, Helms College does not discriminate on the basis of sex in its education programs and activities. The nature of Title IX cases warrant confidentiality due to the content of the cases and the protection of witnesses, as Title IX cases often contain sensitive information. The CSA is responsible to ensure the *Title IX – You are Protected* poster is available in all classrooms and common areas as well.

Individuals with questions, concerns or a complaint related to sex discrimination, sexual harassment, or sexual violence may contact the College's Title IX Coordinator:

Bill Dindy
Vice President of Education Operations and Compliance/Title IX Coordinator
Helms College
3145 Washington Road
Augusta, Georgia 30907

Phone: 706-854-4718
Email: bindy@helms.edu

9.5 *Preservation of Evidence of a Sexual Assault*

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain he or she will not prosecute, preserving evidence allows the victim to change his or her mind later.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

The Helms College Office of Compliance will review on an annual basis the preservation of evidence tips to ensure they meet the current needs of law enforcement and abilities of forensic science.

9.6 *Surviving Sexual Assault*

The College urges victims of sexual assault to seek counseling promptly.

The Life Resource Center (LRC), at (866)320-2817, offers free confidential services to students 24 hours a day, 7 days a week. Victims of sexual assault can also receive free, confidential 24-hour counseling by calling the HOTLINE NUMBER at **RAINN** (Rape, Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's Website is http://www.rainn.org.

Helms College provides the Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP, whether or not they obtain benefits through the company. Information about the program is always available through Human Resource. This program provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

The CSA can provide additional referral resources within the local area.

9.7 Sanctions *the College May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence*

Sexual assaults or misconduct violates the standards of conduct expected of every member in the College community. Sexual assault is a criminal act, subject to criminal and civil penalties under state and federal law. In all cases, the College will cooperate with and support local, state and federal law enforcement. College disciplinary action may include suspension, expulsion or termination of employment.

9.8 Changing *Academic Situation*

Helms College campuses can also assist the victim in changing an academic schedule or environment following an incident of sexual assault or misconduct regardless of whether victim chooses to report to campus or local law enforcement.

9.9 Procedures *for Campus Disciplinary Action in Cases of an Alleged Sex Offense*

If the accused is a member of the College community, the incident must be referred for disciplinary action in compliance with established Helms College policies and procedures. All allegations are reviewed by the College's Title IX Coordinator and shall provide a prompt, fair and impartial investigation and resolution. The Title IX Coordinator may also call upon the Title IX Committee for those allegations which involve students or faculty, but the Title IX Coordinator will have the final determination in all cases. Determinations by the Title IX Coordinator/Title IX Committee are based on preponderance of the evidence. Tailored Title IX training is conducted for the Title IX Coordinator and members of the Title IX Committee on an annual basis so these individuals know how to investigate and conduct hearings in a manner that protects the safety of victims and promotes accountability as well as how to respond effectively to situations involving domestic violence, dating violence, sexual assault, or stalking.

The accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The College may bar either party from having anyone present; however, a promising practice is to permit each party to have at least one comparable support person present. This support person cannot be an attorney.

Both the accuser and accused will be notified simultaneously and in writing of: the outcome of the proceeding; appeal procedures; any change to the result before it

Becomes final; and when the result will become final. The College will be responsible to document how each party is notified of the determination and ensure that the application is consistent and comparable for both parties.

Sanctions and protective measures will be applied following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, or other forcible or non-forcible sex offenses. The victim's confidentiality will be protected and records of disciplinary proceedings will exclude personally identifiable information on victims and be housed in restricted systems with limited access.

9.10 *Educational Programs - Sexual Assault Awareness*

Every campus provides two annual safety education events. The first program will cover any topic relevant to the safety of that campus community and its surrounding area. A second program focuses on sexual assault awareness and prevention to include prevention of domestic violence, dating violence, and stalking and awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. This program may involve how alcohol and other drug use may impact the risk of sexual assault. Students, faculty and staff will be invited to attend these educational programs.

Section X: Sex Offender Registry

10.1 *Sex Offender Registry*

The Helms College Campus Safety website provides a link to the public national websites at **http:/fwww.sexoffender.com** and **http://nsopr.gov.** Convicted sex offenders enrolled or employed at the College must report their status to the local Campus Security Authority (CSA).

10.2 *Reporting Convicted Sex Offenders*

The Campus Sex Crimes Prevention Act (section 1601 of the Victims of Trafficking and Violence Protection Act of 2000-Pub. L. 106-386) provides minimum national standards for state sex offender registration and community notification programs. This act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Such information must be promptly made available to the CSA, Goodwill personnel, and any appropriate law enforcement agency having jurisdiction.

Section XI: College Enrollment and Employment

11.1 *Enrollment*

Like many institutions of higher learning, Helms College has an open enrollment policy and does not discriminate based on an applicant's criminal convictions. By law, however, students must disclose criminal convictions when applying for Title IV Federal Financial Assistance.

11.1.1 Total Enrollment

Total enrollment for all Helms College campuses including Online can be found at http://nces.ed.gov/colleqenaviqator/.

11.2 *Student Housing*

Helms College does not provide student housing on any of its campuses or locations.

11.3 *Employment*

Staff and faculty members must pass a background investigation and have their criminal record checked before employment at Helms College.

Section XII: Emergency Mass Notification

Goodwill of Middle Georgia/CRSA, maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An **emergency** is defined as a situation that poses an immediate threat to the health or safety of someone in the Goodwill community at an Goodwill site or that significantly disrupts Goodwill's normal course of business.

The Emergency Mass Notification (EMN) process includes emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation at a Goodwill site, these processes enable Goodwill, Helms College and other subsidiary educational institutions to contact or send notices, alerts or warnings "without delay" to students, faculty and staff, including all those who are enrolled at Title IV funds granting facilities.

12.1 Genera*l Policy*

Goodwill has assigned responsibility of managing the EMN policy and procedures to the Goodwill Loss Prevention Office. The review of emergency events and the related issuance of EMNs is the responsibility of the Goodwill Core Management Team.

These notices and warnings are issued when the Team confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Goodwill community related to a company site. One such method of emergency communication is the Timely Warning Notification (TWN) discussed in **Section III.**

The Team may consist of members from various Goodwill and campus entities as defined in the Goodwill Crisis Management Plan to include the Goodwill Legal Department, Senior Leadership Team and College Administration, Public Relations, Facilities Management and Student Services. The Team works closely with Goodwill before making final decisions regarding notices and warnings.

The Team will assign back-up individuals when appropriate. If a Team meeting is called to review a significant emergency or dangerous situation, it typically convenes by teleconference using a line made available by Goodwill.

12.2 *Weather Emergencies*

The EMN System will be used to notify members of the Goodwill community of location closings or delayed openings that are the result of severe weather. The decision to close

or modify the operating hours of a location is at the discretion of the campus director, senior management or their designee.

All closings or delayed opening decisions must be reported Goodwill Loss Prevention as soon as possible. Goodwill Loss Prevention will then send an EMN to the appropriate recipients according to the effected location. The content of these notifications will follow templates developed by Goodwill Loss Prevention.

Unlike non-weather related situations, these alerts do not require the approval of the Goodwill Loss Prevention and will only be sent during the hours of 7:00 am to 9:00 pm local time (campus directors may contact the Goodwill Loss Prevention at any time to schedule these alerts).

12.3 *Reporting Emergencies*

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the Campus Security Authority (CSA) or Goodwill Loss Prevention are those posing a serious or continuous health or safety threat to the Goodwill or College community such as dangerous or otherwise high-risk situations at a Goodwill site.

- Helms College students should contact their local CSA. Each Goodwill and College site posts individual CSA contact information.

- Staff and faculty on campus or at other Goodwill locations may contact the GSOC directly at 478-471-4834 or 706-651-9707.

Goodwill Loss Prevention is responsible for maintaining copies and tracking all emergency notifications. CSAs must immediately report any issues to the appropriate parties.

The CSA also maintains a record of all EMNs for his/her location, including EMN tests, in the private CSA Notebook.

12.4 *Notifications and Warnings*

As soon as Goodwill Loss Prevention receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- notify CSA of the reported issue;
- contact a secondary source (i.e. Campus Director or CSA) to confirm that there is a significant emergency or dangerous situation;
- recommend which Goodwill or campus community segments should receive notifications; and
- initiate the EMN system based on the direction of ACCMT.

Goodwill Loss Prevention is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the Goodwill community,
- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of Goodwill Loss Prevention, warrant an EMN.

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the Goodwill community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
    - evacuation,
    - lockdown or shelter in place,
- safety suggestions,
- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues,
- resources such as telephone numbers, website and other sources for information regarding the incident,
- additional details and directives to preserve safety and security, maps or other useful attachments,
- computer prompted questions may be presented.

Goodwill Loss Prevention will use its discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the Goodwill community. Goodwill Loss Prevention will make these determinations based on the nature of the issue, instructions from public safety officials, considering

whether its release could compromise efforts to contain the emergency or the safety of the community.

All warnings, notifications and related communications must be approved by Goodwill Loss Prevention. For the duration of the emergency, follow-up information will be provided to the Goodwill community as warranted. When appropriate, the Goodwill Public Relations department may relay further status information to Goodwill or the larger community.

At the conclusion of an incident and when authorized by Goodwill Loss Prevention, an "all clear" message may be sent to all recipients of previous alert messages.

Executive management, Goodwill Loss Prevention members and the CSA will receive copies of all notifications and alerts. Those sent to executive management will be labeled as "informational only" unless the executive team is being asked to act or make decisions. The CSA will be responsible for maintaining copies and tracking all EMNs.

12.5 Notification Methods

Goodwill Loss Prevention may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by Goodwill Loss Prevention:

- **Technology alerts**
  - Recorded messages to phones or similar devices
  - E-mail notifications
- **Visual alerts**
  - News releases
  - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the Goodwill community
  - Posting on entry doors, bulletin boards, or other accessible areas of Goodwill sites affected by the situation
- **Person to person directives**
  - Door-to-door notifications
  - Direct phone calls
  - Phone trees
  - Other media releases

12.6 Maintenance of Emergency Contact Information

Students, faculty and staff are responsible for having current and accurate information on file with Goodwill and its relevant subsidiaries to ensure they receive notifications from the EMN. Note that Goodwill does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed or otherwise compromised data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

Persons with disabilities and their managers, faculty or Student Services Advisors are

responsible for working together to ensure that a person nearby is assigned to provide assistance.

The IT Manager, Software Development, is responsible for updating the EMN system from the relevant data sources on a regular basis.

12.7 Responsibility for Emergency Mass Notification Administration

The Compliance Department and Goodwill Loss Prevention Department are responsible for maintaining policies and procedures related to the EMN processes. The EMN processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues for its review and consideration,
- Creating and implementing Goodwill community training regarding the EMN process including:
    - determining how potential issues should be reported,
    - maintaining of emergency contact information,
    - appropriate response procedures when the EMN system is used,
    - developing and maintaining overlapping and redundant backup systems to support,
- Providing written procedures used by CSA to administer the EMN processes,
- Tracking and retention of all EMNs that are sent,
- Ensuring appropriate staff coverage and call trees to activate the EMNs,
- Overseeing periodic testing, at least annually, of EMN systems and processes, documenting the following:
    - Fire alarm tests, noting whether they were announced or unannounced,
    - Evacuation and lock-down systems,
    - Scheduled exercises to ensure students, staff and faculty are aware of the EMN process,
    - Description of the exercise, its date and time.

Related Links

U.S. Department of Homeland Security (http://www.dhs.gov)

National Weather Service (http://www.nws.noaa.gov)

American Red Cross (http://www.redcross.org)

Federal Emergency Management Agency (http://www.fema.gov)

Illinois Emergency Management Agency (http://www.state.il.us/iema)

Policy Exceptions

None

12.8 Monitoring and Enforcement

If any individual does not comply with this policy or if Goodwill determines that any actions were inappropriate or inconsistent with the law, or any Goodwill policy, standard, or guideline, Goodwill may take action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides.

If Goodwill determines individuals are or have been engaged in criminal activity, Goodwill may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

Citations

Higher Education and Opportunity Act of 2008-Public Law 110-315

Right to Know and Campus Security Act-20 U.S.C. § 1092(f) *et seq*

34 C.F.R. §668.46

12.9 Definitions

Goodwill - Goodwill Education Group Inc. and all of its US based subsidiaries

Goodwill site - Any building, property, or portion thereof, owned or controlled by Goodwill, and Any building or property that is within or reasonably contiguous to the area identified above that is owned by Goodwill but controlled by another person, is frequently used by the Goodwill community, and supports Goodwill business (such as a food or other retail vendor).

Goodwill and Campus Community – Goodwill US-based staff. Helms College students, faculty and staff. Goodwill communities may include off-site locations under the control of Goodwill and its subsidiaries.

Alert – A signal or messaging technique used to warn of danger, attack or other emergency situation. A condition or period of heightened watchfulness or preparation for action.

Campus - Is defined in 34 C.F.R. §668.46 as:

Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and

Any building or property that is within or reasonably contiguous to the area identified above 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).

Emergency – An event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.

Dangerous Situation – A situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspect(s) within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.)

Notice or Warning – A notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.

State of Emergency - A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.

Evacuate - To leave a room, building or campus in a timely and orderly manner.

Lockdown/Shelter-in-place - To secure an area by locking doors, windows, and barricading oneself to block entry to a room, building or campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

Test - Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized and each test should be documented with a description of the exercise, the date, time, and whether it was announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

Contacting the Campus Security Authority

Helms College has a Campus Security Authority (CSA) assigned to each campus.

The campus security authority (CSA) will assist all students, faculty and staff who are victims of sexual assault or any crime with notifying the appropriate law enforcement authorities if the victim requests the assistance of these personnel.

The CSA will provide the following services if requested:

- Notifying the applicable local law, safety and health officials.
- Helping crime victims with the appropriate reference and referral information. Please see the section *Counseling and Assistance Resources.*
- Helping crime victims fill out crime reports.
- Changing a victim's academic situation (e.g., course schedule).

Federal law prohibits retaliation, discrimination and harassment against any individual who reports a crime or raises concerns regarding civil rights to the College.

Counseling and Assistance Resources

Sexual Assault Assistance Programs

Victims of sexual assault can also receive free, confidential 24-hour counseling by calling the HOTLINE NUMBER at **RAINN** (Rape Abuse & Incest National Network): (800)656-HOPE (4673). Questions or comments may be sent to info@rainn.org. RAINN's website is http://www.rainn.org.

Helms CollegeSponsored Student and Employee Assistance Programs

Student Resources

The College also offers substance abuse and various counseling service referrals to all currently enrolled students via Student Services.

Employee Resources

Helms College provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. This service provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

Alcohol and Other Drug Abuse Referral Services

We encourage *anyone* dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- **Al-Anon (888)425-2666**
- **American Council on Alcoholism (800)527-5344**
- **National Council on Alcoholism (800)NCA-Call (622-2255)**
- **National Institute on Drug Abuse (800)662-HELP (662-4357)**
- **Alcohol Anonymous contact information can be found in local telephone directories.**
- **National Cocaine Hotline (800)COCAINE**
- **National Council on Alcoholism and Drug Dependence, Inc. (NCADD) (800)622-2255**

***Suicide Referral* Services**

In addition to the Helms College sponsored Student and Employee Assistance Programs, the following are available for assistance to students and individuals contemplating suicide:

- **The Jed Foundation www.jedfoundation.org**
- **National Suicide Prevention Lifeline 1-800-273-TALK (8255)**

The following resources are also available to student-veterans in distress:

- **A veterans' crisis line at (800) 273-8255**
- **A crisis line for active-duty, Guard and Reserve members of the military at www.MilitaryCrisisLine.net**
- **A VA responder line – text a message to 838255**
- **A self-check quiz at www.VeteransCrisisLine.net**
- **A confidential online chat session for veterans at www.VeteransCrisisLine.net**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a *federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is* a *federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to $35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.*

2025 Campus Safety and Security Survey

AUGUSTA CAMPUS

2025 Campus Safety and Security Survey

Institution: (481155002) User ID: C4811551

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- (●) **No.**
- ( ) **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities: 0

2. Does your institution have any noncampus buildings or properties?

- (●) **Yes**
- ( ) **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- (●) **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ( ) **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ( ) **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ( ) **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0

i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0

f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	1
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)						
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**

a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0

o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d.Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0

m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)						
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0

e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a.	0	0	0	0	0	0	0	0	0

Murder/ Non-negligent manslaughter									
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)

	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0

i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0

f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0

d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurences On Campus		
	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2022	2023	2024
a. Domestic violence	0	0	0

b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurences on Public Property		
	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Crime	Number of Arrests

	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2022	2023	2024

a. Total unfounded crimes	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

MACON CAMPUS

2025 Campus Safety and Security Survey

Institution: (481155001) User ID: C4811551

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- (●) **No.**
- ( ) **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities: 0

2. Does your institution have any noncampus buildings or properties?

- ( ) **Yes**
- (●) **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- (●) **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ( ) **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ( ) **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ( ) **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with

our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2022	2023	2024
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0

j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	1
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0

f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0

d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**

a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d.Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2024

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a	0	0	0	0	0	0	0	0	0

motor vehicle)

k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2023

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0

h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0

f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurences On Campus		
	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurences on Public Property		
	2022	2023	2024
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0

b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2022	2023	2024
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2022	2023	2024
a. Total unfounded crimes	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."