



2014

PAINE COLLEGE ANNUAL FIRE & SAFETY REPORT

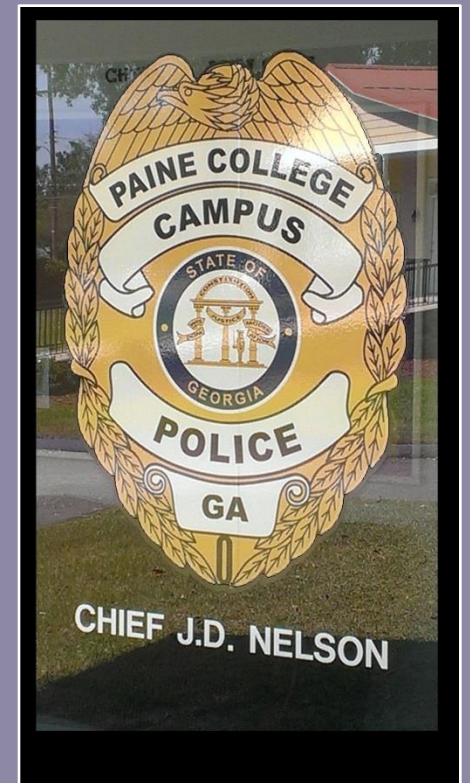


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Paine College

Annual Security Report

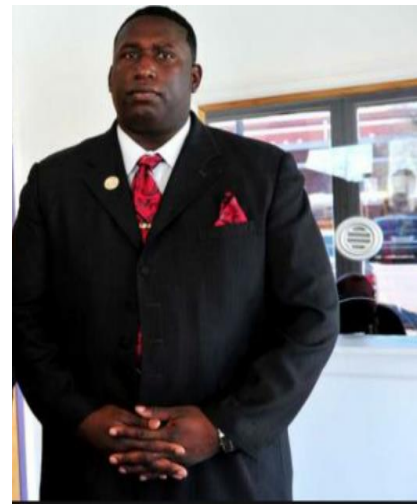
The publication of the Annual Security Report is a part of Paine College's effort to comply with the Campus Security Act. In addition, this report offers information on procedures to follow when a crime occurs and the resources that are available to assist faculty, staff and student victims of campus crimes. This publication and any revisions thereto shall be distributed to current students and employees annually. This information shall also be made available to any applicant for enrollment or employment upon request.

A Message from the Chief of Police

Thank you for taking time to read this year's Annual Security Report. This report is designed to provide you with important information about the safety and security on our campus, as well as to inform you about the crime statistics in accordance to the required "Clery Act".

As an urban campus, Paine College is a very safe campus. The campus safety experience is due in part to many departments and individuals. "Safety is No Accident", it is a shared experience, and we all have to be shareholders in this effort. Every Paine College community member must make every effort to report suspicious activity, be observant and use common sense when going about one's daily activities. Paine College has committed to a strong emphasis on safety and security; we are investing a lot of effort, time, and other resources in our Emergency Response Planning.

Our technical capabilities in electronic surveillance, partnering with our residential life group for safer housing, timely warnings when incidents occur, and other initiatives that can lead to greater safety solutions. We hope you will find this report to be informative and helpful. If you have questions you may call me at 706-821-8235, let's all make Paine College and safe environment for all to enjoy.



Jeanne Clery Act

The Clery Act, originally enacted by Congress and signed into law in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security on Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Campus Security Act requires colleges and universities to publish an annual report every year that contains three years of campus crime statistics and certain campus security policy statements; disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. (*See Community Policy Volume II Campus Crime Reporting (clery Act) 2.4.2.1 page43*)

Fire Safety

It is the policy of Paine College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the College's Fire Safety Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by the Chief of Police being recognized as the fire safety Officer. Chief Nelson is a certified Arson investigator in the state of Georgia, and through our use of training Officer and increasing the fire safety awareness of employees and students by conducting periodic basic emergency evacuation training. The fire safety officer conducts fire safety inspections of all campus buildings.

Basic fire safety instruction will be provided during New Employee Orientation. Additional training is available upon request by a department. Basic fire safety instruction is provided to all Resident Director and Resident Assistants at the beginning of each academic year.

The Fire Safety Officer will coordinate fire investigations with the Augusta-Richmond County Fire Department and Georgia State Fire Marshal's Office. To minimize the potential for fires at Paine College, it is the policy of the college to prohibit open burning and open flames (unless in accordance with college policies and procedure). The following items are open flames and prohibited on campus:

- Fireworks
- Oil lamps or other fuel burning lamps
- Candles
- Incense
- Flammable liquids must be stored in approved safety cabinets. Flammable liquids are not allowed to be stored in residence hall rooms (including paint thinner, solvents, lighter fluid and lamp oil.)
- Barbeque grills (in accordance with college policies and procedure).
- Smoking is prohibited within all buildings on campus.
- Portable space heaters are prohibited in dorm rooms.

To minimize the potential for fires at Paine College, it is the policy of the college to prohibit the use of combustible decorations. All decorations used on campus must be fire resistant or non-combustible. Decorative lights and extension cords must be UL rated and used so to present a fire hazard or trip hazard. Paine College has 9 residence halls that are in compliance with the National Fire Protection Association (NFPA) and Authority Having Jurisdiction (AHJ). Approved fire alarm systems are regularly inspected by Paine College, Fire Safety Officer. The fire alarm system is monitored 24 hours/day, 7days/week. (*See Community Policy Volume II Fire Safety Response 2.4.3.4.2.10 page56*)

Paine College Campus Police: Who We Are

The Campus Police main office is located at the main entrance of Paine College at the Druid Park entrance. Just across the HEAL Complex. This facility is open 24 hours a day 365 days

with staff on premises. The telephone number for emergencies dialed directly on campus is ext. 8235, off campus it is 706-821-8235, this number can be used for routine business calls as well. The Paine College Campus Police consist of both sworn and un-sworn personnel who provide security for the campus. All sworn personnel officers are state of Georgia Police Officers Standards and Training (P.O.S.T) certified dedicated to providing professional and efficient service. Officers patrol the campus on foot, and in vehicles. Several officers and a supervisor are on duty 24 hours a day. The dispatch center will dispatch officers and other emergency services to incidents, and minor intrusion detection and fire alarms.

The Paine College Campus Police and Security Department staff consists of:

~P.O.S.T Certified Police Officers~

Chief Joseph D. Nelson
Captain TaShike' Jennings
Inv. Leroy Morgan
Lt. John Lee Nelson (Police Commander)
Sgt. Carl Gibbons
Sgt. William Ross
Officer Eric McCants
Officer Ashley Hunter
Officer LaRentay Benjamin
Officer Blake Murphy
Officer Ryan Pittman

-Security-

Lt. Margaret Whitaker (Administration)
Lt. Darlene Smith (Security Commander)
Sgt. Courtney Gresham
SO/ George Rice
SO/ Timothy Nelson
SO/ Robert White

Any campus police personnel can be reached by dialing **706-821-8235** or **706-821-8200** and pressing "**0**". Students can also dial **706-840-0119**. (*See upcoming revised Community Police Volume II Campus Safety Department 2.4.1 page 42*)

Mission Statement

Our mission is to enhance the living, learning, and working experience at Paine College by protecting life, maintaining order, and safeguarding property. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus public safety. We are committed to working with the community to define our priorities and build lasting partnerships. Our core values guide us in this mission.

Integrity - We firmly adhere to the values set forth in this document and our professional ethics, as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

Respect - We treat all members of the community and each other with courtesy, fairness, and dignity.

Professionalism - We will continually develop our knowledge, skills, and abilities to the highest levels

possible to enable us to provide the finest public safety services to the Paine College community. Our approach is based on a commitment to excellence, innovation, and continuous improvement.

Accountability - We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community

Interagency Cooperation Programs

The Paine College Campus Police Department provides basic police services to the campus community and perimeter community. The department's main objective is to provide a safe environment for students, staff, faculty and visitors. The campus police perform a variety of law enforcement tasks to include: investigations of criminal activity, apprehension of criminals, emergency response, and special security assignments as needed. Paine College police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving Paine College rules and regulations are committed by a Paine College student, the campus police may also refer the student to the disciplinary division of Student Affairs. The department is made up of both sworn and un-sworn personnel who provide security for the campus. All sworn personnel are State of Georgia Police Officers Standards and Training (P.O.S.T) certified.

The Paine College Police Department works closely in conjunction with local, state and federal agencies in providing police services within the community. All law enforcement actions are authorized under State Code Section 20-8-3. In accordance with Code Section 20-8-3 and when authorized by the governing body or authority of such educational facility, a campus police officer shall have the same law enforcement powers, including the power of arrest as a law enforcement officer of the local government with police jurisdiction over such campus. By mutual agreement with state and federal agencies, The Paine College campus police maintains a holder agreement with Georgia Regents University to handle all GCIC/NCIC (Georgia Crime Information Center/National Crime Information Center). These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal enforcement information that may be helpful to the campus police. Paine College Campus Police Department is also responsible for maintaining order and public safety during all college events that are held on the campus of Paine College.

All persons arrested by Paine College Campus Police Personnel will be transported and processed at the Richmond County Jail. (*See Community Policy Volume II Coordination with Responding Agencies 2.4.3.4.2.5 page 47*)

Campus Police Information/ Crime Prevention Programs

Paine College Campus Police safety information programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. If you develop good security habits, you can assist the Paine



College campus police in safeguarding your property and the college property.

Campus Police conducts orientation sessions for new students and new Employees on safety procedures alcohol and drug awareness. Throughout the year a Campus Police representative is available to speak to interested groups (students, faculty/staff) on various topics such as; sexual assault , theft prevention, personal security to name a few.

Campus Police recommends that students engrave unique identifiers on personal items such as computers, gaming systems and any other electronic device. Campus Police also recommends keeping a record of serial numbers, unique identifiers of valuables that will be kept on campus, this will aid in identification and recovery. The use of laptop retrieval systems are recommended, and have been used very successful on our campus.(*see Community Policy Volume II 2.4.2.3 Campus Sex Crimes Prevention Act page 44*)

Paine College Campus Police Information Programs

Paine College Campus Police information programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Access to Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and authorized guests. Paine College encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. With the exception of residence halls, most campus facilities are open during the weekday business hours. The campus police department secures each academic and administrative building on campus at designated times. After business hours, all visitors, faculty, staff and other persons are required to sign in at the police headquarters to gain access to facilities, excluding residence halls. Proper identification is required, for access to the residential buildings which are under the control of the residential housing staff. Unlimited access is available to students and authorized staff and faculty. Guests and other visitors may visit residence halls as long as they have been authorized by a member of the Paine College community and have checked in at Police Headquarters. The exterior doors to student residence halls remain locked 24 hours a day. All buildings are equipped with emergency lighting, exterior security lighting, ground floor security screens, fire and smoke alarms, and panic bar-type doors. All residence halls are self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually. Each on-campus student residing in a residential building is required to share in the responsibility for his building. These requirements are as follows:

- Follow access control policies related to students and student visitors.
- Report lost keys and ID's immediately to resident director and police.
- No duplication of residential room keys.
- Visitation is a privilege, not a right and therefore may be suspended by the Resident Director at any time. (*See Community Policy Volume II Access to Campus Facilities and Unauthorized Entry 2.4.3.1 page44*)

Security and Maintenance of Campus Facilities

Paine College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Paine College's office of Facilities and Maintenance working under the office of Campus Operations that supports the Safety & Security Mission by working with state and local officials, to include private corporations to ensure infrastructure such as street lighting, safe sidewalks, and other quality of life that affects safety is appropriately controlled. Routine checks of campus lighting are conducted during regularly assigned patrol duties. If lights are out or dim, a work order is initiating immediately by a member of department, which will be facilitated by a representative of the maintenance team. The Paine College maintenance staff is available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may include but are not limited to; unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment. *(See Community Policy Maintenance on Paine College Campus page 67)*



100% ID Check of All Faculty, Staff, Students, and Visitors.

Paine College has implemented 100% ID check of all faculty, staff, students, and visitors. Visitors will be required to sign in to receive a day pass before being allowed on campus. All students, staff, and visitors will be required to have a Paine College Campus ID at all times while on campus. The ID's shall be worn on person at all times with the picture facing outward. This policy will be enforced by Campus Police and Security.

Zero Tolerance for smoking and tobacco products on campus.

In order to improve our community and the health of our community, Paine College has a strict no smoking policy on campus. No smoking and no tobacco products will be allowed on campus. Please see campus policy. This policy will be enforced by Paine College Police and Security. *(See Paine College Student Handbook and In compliance with the Georgia Smoke-Free Air Act of 2005 (OSGA 31-12A et. seq.), and the Rules of the Georgia Department of Human Services, Public Health, Chapter 290-5-61)*

Monitoring and Recording Criminal Activity Off-Campus.

The Paine College Campus Police relies on its close working relationship with the Augusta Richmond County Sheriff's Office, Georgia Regents University Police, and the VA Hospital Police to receive information about incidents involving students off campus. The campus police will actively investigate any crime information it receives concerning or involving a member of the Paine College community.



Registered Sex Offender Information

This information is made available on the website for the Georgia Bureau of Investigation at www.gbi.georgia.gov. The Richmond County Sheriff's Office is also in charge of keeping track of all registered sex offenders within the Richmond County area and has a close working relationship with the Paine College family.

Timely Warning Notices

To help prevent or cut down crimes or serious incidents, the Paine College campus police, issues Campus Safety Alerts in a timely manner to notify campus community members about certain crimes in and around the campus community. Members of the community who know of a crime or other serious incidents should report that information as soon as possible to the Campus Police so that a Campus Safety Alert can be issued, if necessary. Crimes or serious incidents reported to campus administrators, will notify the Paine College Campus Police, so that a Campus Safety Alert can be issued. The Paine College Campus Police distributes Campus Safety Alerts in various ways. Our most useful tool is through email blasts to the entire community through our E2 campus Alert system, once the determination has been made for an Alert to be issued, the department will email, post on boards throughout the campus, and posts on the College website: (www.paine.edu)

e2Campus Emergency Notification System

The e2Campus emergency notification system enables you to receive urgent emergency information to your cell phone. Once you sign up for the service, the Institution can text your cell phone with timely information about emergencies.

- Only emergency information involving an immediate threat to the campus community
- Must opt-in to receive mobile phone texts
- Faculty, Staff and Students are pre-registered with Paine College email

All current students with an email address are pre-registered for email alerts to their APTS email addresses. To receive text alerts to your mobile phone, you will need to log-in and provide your phone number and carrier information. Depending on your personal cell phone plan, there may be a fee from your carrier to receive text messages, but there is no charge from the school to use the service. (*See Community Policy Volume II Campus Alert Procedure 2.4.3.2 page 44*)

Emergency Preparedness

Paine College has put in place an Emergency Notification System. This operation will notify all Paine College faculty, staff, students and parents by mass notification informing the following; an active emergency, the police or proper official's response to the emergency, instructions to follow during the emergency, and when it is safe to return. This information will be delivered via office and/or mobile phones, text messaging, voicemail, and email, to any college community member who has signed up for this service. (*See Community Policy Volume II Emergency Response Polices 2.4.3.4 page 45*)

Paine College Controlled Substances and Alcohol Policy

The unlawful use, or possession, distribution, sale or manufacture of controlled substances or alcoholic beverages, including the improper use of prescription medicines by Paine College

students, is strictly prohibited. Any student found in violation of this policy will be subject to disciplinary action.

Alcohol Policy

The college does not condone the misuse or abuse of alcoholic beverages.

Members of the College community are held accountable for their decisions regarding their use of alcohol, as well as behavior that occurs as a result of alcohol use. For students who violate this policy, specific sanctions include, but are not limited to, the following:

Automatic disciplinary probation for first-time violators of the policy (includes possession or consumption).

Suspension from the College for second-time violators of the policy (includes possession or consumption).

Permanent expulsion from the College for third-time violators of the policy (includes possession or consumption). (*See Community Policy Volume II Alcohol and Drugs 2.3 page 36-38*)

Controlled Substances Policy

Paine College does not condone the use or abuse of controlled substances. Although the Student Conduct Administrator will determine on a case-by-case basis the nature of the sanctions against students who violate this policy, specific sanctions include, but are not limited to: Automatic suspension from the College for first-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs, Permanent expulsion from the College for second-time violators of the policy on possession, distribution, sale or manufacture of illegal drugs. The Paine College Campus Police seek to provide every student and employee with an environment that is free from illicit drugs and/or alcohol. Accordingly, the unlawful use, possession, purchase, sale, distribution and/or manufacture of illegal drugs, controlled substances, and alcoholic beverages, and the improper use of prescription medicines on property owned, rented, leased, or controlled by Paine College or at any Paine College-sponsored event is prohibited. Persons engaged in the aforementioned activities or under the influence of alcohol or controlled substances will be subject to dismissal and arrest. Paine College abides by Georgia State Law concerning the sale, possession and use of alcohol. Students under the age of 21 who purchase or knowingly possess an alcoholic beverage violate State law and College rules. Any person who furnishes an alcoholic beverage to a person under 21 years old is in violation of state law. Any employee who violates this policy may be subject to prosecution, disciplinary actions and/or required to satisfactorily complete an approved drug/alcohol abuse rehabilitation program. Students who violate this policy will be subject to disciplinary action. All employees and students are expected to inform themselves and comply with the College's drug and alcohol abuse policies as stated in the Student Hand-book. (*See Community Policy Volume II Alcohol and Drugs 2.3 page 36-38*)

Sexual Assault Prevention and How We Respond to It

Paine College expects all individuals to be treated in a respectful, dignified, and exemplary manner. In the event of a sexual assault allegation, the College will proceed with all appropriate, administrative, and disciplinary actions.

In the event of a substantiated sexual assault, the offender will be subject to prosecution under the state criminal statutes.

The College conducts various educational programs to help students prevent rape, acquaintance rape and other forcible and non-forcible sex offenses. The content of these programs includes

sexual assault prevention, how sexual attitudes are developed and sexual assault and the law. These programs are conducted each semester throughout the academic year. (*See Community Policy Volume II Campus Crimes Prevention Act 2.4.2.3 page 44 and 2.4.3.11 Sexual Assault page 70*)

Sexual Misconduct Policy

Paine College does not condone violence against women or men in any form. The College recognizes its obligation to uphold the laws and standards of the larger community of which it is a part. Sexual misconduct is a serious violation of these standards and will not be tolerated. Sexual misconduct is a crime punishable by both civil and criminal legal action and College policy. At the request of the victim the Student Conduct Administrator adjudicates, all cases involving sexual misconduct where the alleged perpetrator is a Paine College student. The College's Campus Police Department will prosecute perpetrators to the fullest extent of the law.

Sexual misconduct is defined as a sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; attempted forcible sodomy without consent or penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, intimidation or through the use of the victim's mental incapacity or physical helplessness.

Sexual misconduct is classified in the student conduct code as a violation and abusive conduct. Depending on the circumstances of any violation against a College student, any student found responsible for abusive conduct may receive sanctions, which include suspension for one or more semesters or permanent expulsion from the College, and/or possible criminal sanctions. Paine College expects all individuals to be treated in a respectful, dignified, and exemplary manner. In the event of a sexual assault allegation, the college will proceed with all appropriate, administrative, and disciplinary actions. In the event of a substantiated sexual assault, the offender will be subject to prosecution under the state criminal statutes.

What to do if you or someone you know is sexually assaulted

Once an alleged assault has been reported to the college, the Paine College campus police along with the appropriate local authorities are to be notified. If a student does not initially report the alleged assault to a law enforcement agency, the student should be aware that the option to report occurrence to either the appropriate campus police or local police authorities exists. The victim always retains the right to decide whether she or he wants to proceed with a criminal prosecution. ******But if a sexual assault is reported to the Campus Police, the incident will be investigated and charges will be brought forth to the offender****** The College will ensure that the victim gets the counseling and other assistance she or he needs. The safety of the victim will always remain priority of the Paine College Campus Police department.

Upon request by the student, Paine College through its campus police will provide the student with assistance. Any student who wishes to report a possible sex offense may contact the Paine College Campus Police (706) 821-8235. Students may also contact local law enforcement

agencies. Members of the Paine College Campus Police will assist the student in notifying the appropriate agency in the applicable jurisdiction.

The victim of an alleged sexual assault should take care to preserve any evidence that may be necessary to prove that the alleged assault criminally occurred. In this respect, after an alleged assault has occurred, victims are advised to consult law enforcement authorities.

Both on and off campus counseling and mental health services are available for the victims of sex offenses.

In accommodating the victim of a sex offense, Paine College may provide for certain changes in the victim's academic and living situations. With respect to the victim's academic schedule, the College may permit the victim to withdraw from courses, grant an incomplete in a course with arrangements to complete the course work at a later time, and with the consent of the course instructor rearrange course work deadlines and exam times. If the victim is a resident student, the College may do the following: allow a victim to break a housing contract, arrange for alternate on-campus housing, require an alleged assailant to move to an alternate housing location until the case is resolved, or bar an alleged assailant from entering a victim's residence hall.

Sex Crime Procedures

The Paine College Campus Police department will:

- Respond to the crime scene.
- Protect the victim.
- Preserve the crime scene.
- Identify witnesses and suspects.
- Perform preliminary report and investigation
- Explain the criminal justice process upon request. The accused or accuser may contact the department or director of public safety with questions.
- Treat each case with courtesy, sensitivity, dignity, understanding and professionalism.

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In the state of Georgia this information is accessible at www.gbi.ga.gov and follow link to GA Sex Offender. (***See Community Policy Volume II Campus Crimes Prevention Act 2.4.2.3 page 44 and 2.4.3.11 Sexual Assault page 70***)

Counseling Services

The mission is to enhance Paine College's ability to provide a liberal arts education of the highest quality by offering programs, services, and consultations that promote Emotional, Social, Intellectual, Career, Spiritual, Physical, and Community Wellness for Students, Faculty, and Staff. Our aim is to make available services included but not limited to proactive comprehensive prevention, intervention, training, referral, and counseling services to remedy problems or improve the quality of life.

Location. The Counseling Center is located in the Peter's Campus Center, 2nd Floor, and Suite 215

Hours of Operation. The Counseling Center has full-time Counselors who are available Monday-Friday, 8:30 a.m. to 5:00 p.m. Services are available by appointments, walk-ins, and/or as deemed necessary by the College.

Confidentiality Policy. The Counseling Center adheres to strict confidentiality guidelines according to Georgia law and each professional's respective standards and ethical codes. This means that anything mentioned in the confines of the office will not be told to anyone else without the express, written permission of the student/employee. The student/employee, however, is free to share with anyone else whatever they choose from the counseling session. All records are kept confidential in the counseling office and do not become part of an academic record, nor are they made available to any other member of the college or one's parents, except in these cases:

- If it is clear to the counselor that the student may harm himself/herself or someone else, the counselor is required by law to take steps to protect any potential victim.
- If it becomes known in counseling, that a child, elder, or disabled adult is being physically or sexually abused, the counselor is required to act.
- If there is a court order mandating that the office releases records.
- It may be necessary for the Counseling Center professional staff to discuss case material for the purposes of consultation, and/or supervision. In such instances, all parties are held to the confidentiality statement.

If there are any questions regarding confidentiality, please feel free to discuss this with your Counselor.

Contact Information:

For emergencies, no appointments are necessary. All other requests for resources and services can be arranged by phone or in person.

Counseling Center

706-821-8388

National Suicide Prevention Lifeline

1-800-273-TALK

National Sexual Assault Hotline

1-800-656-HOPE

Depression Screening Test

<http://depression.about.com/>

For help with Cannabis problems:

<http://www.marijuana-anonymous.org/>

All after hour needs for counseling may be initiated by contacting the Campus Police at 706-821-8235.

Individual Counseling

Counseling approaches are tailored to fit the student's individual needs. Treatment modalities typically cover the range of supportive, cognitive-behavioral, and psychodynamic approaches. Generally, counseling tends to be short-term focused on stabilization and assisting students to return to their normal functioning. Sometimes students presenting with more complex issues require long-term therapy. Referrals are made on a case-by-case basis and take into account such variables as the nature of the specific issues, student's desire for change, available resources at the Counseling Center, and the student's willingness for private referral.

Referrals. Sometimes students presenting with more complex issues require long-term therapy. Referrals are made on a case-by-case basis and take into account such variables as the nature of the specific issues, student's desire for change, available resources at the Counseling Center, and the student's willingness for private referral.

Note: Individuals who are hostile, suicidal, and/or addicted to drugs and alcohol are immediately referred outside the Center. If you are referred, you must submit an official letter from the agency to the Office of Student Affairs for clearance to return to the College (to include classes, residence halls, etc.).

Workshops. Each semester, the Counseling Center offers a variety of workshops which target a wide range of personal and academic issues affecting college students today.

The following are workshops that the Counseling Center has offered in the past:

- Self-Esteem
- Depression
- Relationship Issues
- Sexual Assault/Abuse
- Stress Management
- Conflict Resolution
- HIV/AIDS, and more.

Retention. Retention is a campus wide effort, therefore the Counseling Center works closely with the Academic Center for Excellence (ACES) to identify, counsel, and track students who are likely to experience academic/social adjustments. The Counseling Center's aim is to assist students in recognizing their potential and overcoming challenges that may inhibit them from achieving their personal, academic, and career goals. Counselors will meet with students to develop strategies to address those factors which influence a student's satisfaction with the College to assist in curbing the high attrition rate.

Missing Persons Policy

The purpose of this policy is to establish procedures for Paine College to respond to and assist with reports of missing students as required under the Higher Education Opportunity Act of 2008.

This policy applies to students that reside on campus and have been reported missing or absent from the college for a period of more than 24 hours. When a student is reported by anyone to the Paine College campus police that the individual cannot be located and there is reason for concern for the wellbeing of the student, this student is immediately treated as a missing person. At this time the Campus Police in conjunction with Student Services will conduct an investigation to determine whether the student is missing in accordance with the Paine College policy. All students shall have the opportunity to designate an emergency contact in any case; the student is determined to be missing.

All resident students are encouraged to designate an individual(s) as an emergency contact, who the college will notify once it has been determined that the student is in fact missing, no later than 24 hours in accordance with official notification procedures. In the event of a student under 18 years of age and not an emancipated individual, the college will notify the custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing in accordance with official notification procedures established by Paine College. The college will notify the custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing. The college will also notify the Atlanta Police Department after the determination has been made that the student is in fact missing.

Missing Person – Someone whose whereabouts is unknown and there are serious concerns for their safety and well-being.

All missing reports should be made immediately to the Paine College Campus Police at **706-821-8235**.(see *Community Policy Volume II 2.4.3.6 Missing Student page 67*)

Workplace Violence

It is the goal of Paine College to promote a safe, respectful, and productive work environment in which to deliver quality academic programs and administrative services. To this end, the College will not tolerate, condone or ignore workplace violence. Each department head, supervisor, manager and employee is responsible for keeping the workplace free from violence. This includes intimidating, hostile, threatening or violent behavior by employees or non-employees (vendors, job applicants, spouses, etc.) against oneself, others, College property or property on the College's premises belonging to others. This prohibition covers all College premises and College-sponsored events, as well as off-campus sites should an incident occur that is shown to have an adverse impact on the campus community.

Reportable Offenses

Criminal Homicide –

Murder and Non-Negligent manslaughter – The willful (non-negligent) killing of one human being by another

Negligent manslaughter – The killing of another person through gross negligence.

Sex Offenses/Forcible –

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

Forcible Rape Sexual Assault with an Object

Forcible Sodomy Forcible Fondling

Sex Offenses/Non-Forcible –

Are incident(s) of unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses:

Incest

Statutory Rape

Robbery –

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

Aggravated Assault –

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

Burglary –

The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft –

The theft or attempted theft of a motor vehicle

Arson –

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

The above list reflects those incidents mandated in accordance to the Department of Education (Jeanne Clery Act). The department of campus will respond to the extended list of crimes as it relates to state law, such as theft, vandalism, threats, and other activities.

Arrests or Disciplinary Referral Offenses (Policy Violations)

Drug Violation - Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest and prosecution result for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine);marijuana; synthetic narcotics-manufactured narcotics which can cause true addiction and dangerous non-narcotic drugs

Illegal Weapon Possession – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. To include; manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly; using manufacturing, etc., of

silencers; furnishing deadly weapons to minors, aliens possessing deadly weapons; and attempts to commit any of the above.

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. To include: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on any form of public conveyance; and attempts to commit any of the above. This excludes “Drunkenness” (offense 23) and “Driving Under the Influence” (offense 21).

Zero Tolerance Weapons Policy

Paine College has a “Zero Tolerance “Weapons Policy. This is strictly enforced, and all violators prosecuted. Unless properly authorized, no one is allowed to possess and/or use a weapon on College property or at College sponsored activities. Any person who has the appropriate permit/license to carry arms, but is not gainfully employed as a law enforcement official acting in an active capacity, will be in violation of the college policy related to the same. According to GA. Code 16-11-127.1a.2 “weapon “means and includes any pistol, revolver, or any weapon switch blade knife, ballistic knife, any other having a blade of three or more inches, straight-edge razor, spring stick, metal knuckles, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchaku, nun chuck, nunchaku, shuriken, or fighting chain, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or laser as designated in subsection (a) of code section 16-11-106. (*see Community Policy Volume II 2.4.3.14 Weapons on Campus page 71*)

Collecting and Compiling Statistics

The Paine College Campus Police disclose statistics for crimes reported to campus security authorities and local agencies. A campus security authority can be defined as:

- A member of a campus police department or a campus security department, of an institution.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. An official of an institution who has significant responsibility, for student and campus activities, including, but not limited to; student housing, student discipline and campus judicial proceedings.

An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

CRIME STATISTICS

Paine College

Reportable Offenses	Locations	2013	2012	2011
Murder / Non-Negligent Manslaughter	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Sex Offences, Forcible	On-Campus Property	0	0	1
	Residential Facilities	1	0	1
	Non-Campus Property	1	1	1
	Public Property	0	0	0
Sex Offences, Non-Forcible	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-Campus Property	1	1	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0

	Public Property	0	0	0
Burglary	On-Campus Property	6	3	5
	Residential Facilities	3	4	4
	Non-Campus Property	1	0	1
	Public Property	0	0	0
Motor Vehicle Theft	On-Campus Property	0	1	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Arson	On-Campus Property	0	0	0
	Residential Facilities	3	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0

CRIME STATISTICS

Paine College

Reportable Offenses	Locations	2013	2012	2011
Weapons Law Violations > Arrests:	On-Campus Property	1	0	0
	Residential Facilities	0	1	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Weapons Law Violations > Disciplinary Referrals:	On-Campus Property	1	0	1
	Residential Facilities	0	0	1
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Drug Law Violations >Arrests:	On-Campus Property	0	0	1
	Residential Facilities	4	2	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Drug Law Violations > Disciplinary Referrals:	On-Campus Property	8	2	1
	Residential Facilities	20	10	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Liquor Law Violations >Arrests:	On-Campus Property	0	1	0
	Residential	0	0	0

	Facilities			
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Liquor Law Violations >Disciplinary Referrals:	On-Campus Property	0	0	0
	Residential Facilities	3	0	3
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Reportable WAVA Offenses	Locations	2013	2012	2011
Dating Violence	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Domestic Violence	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0
Stalking	On-Campus Property	0	0	0
	Residential Facilities	0	0	0
	Non-Campus Property	0	0	0
	Public Property	0	0	0

HATE CRIME STATISTICS 2011
Paine College

Reportable Offenses	RACE				Gender				Religion			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Reportable Offenses	Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

*Simple Battery - Is included in Hate Crimes when bodily injury occurs.

OC = On Campus RF = Residential Facilities NC = Non-Campus Property PP = Public Property

HATE CRIME STATISTICS 2012
Paine College

Reportable Offenses	RACE				Gender				Religion			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Reportable Offenses	Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

*Simple Battery - Is included in Hate Crimes when bodily injury occurs.

OC = On Campus RF = Residential Facilities NC = Non-Campus Property PP = Public Property

HATE CRIME STATISTICS 2013
Paine College

Reportable Offenses	RACE				Gender				Religion			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Reportable Offenses	Sexual Orientation				Ethnicity				Disability			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Murder, Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
*Simple Battery	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

*Simple Battery - Is included in Hate Crimes when bodily injury occurs.

OC = On Campus RF = Residential Facilities NC = Non-Campus Property PP = Public Property

Important Numbers

Emergency.....	.911
Paine College (Non-Emergency).....	706-821-8200
Paine College Police.....	706-821-8235
Ga. Regents University Police.....	706-721-8119
Richmond County Sheriff's Office.....	706- 821-1000

A safe campus is everyone's responsibility!

Do your part to protect yourself and others by being:

- ***ALERT***
- ***SAFETY CONSCIOUS AND***
- ***KNOWLEDGEABLE***