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ANNUAL SECURITY REPORT

Concern about personal safety in today’s world makes sense. Too often we hear or read about crimes perpetrated to life and property. Although campuses seem in some ways as secure as a small town, no campus is immune from crime.

Fortunately, Kennesaw State University has one of the lowest crime rates among colleges and universities in the University System of Georgia. The Department of Public Safety and University Police at KSU is committed to preserving that record. That’s why we have prepared this booklet to inform students, faculty, staff and parents about our efforts to keep the campus more secure and to encourage students and employees to be responsible for their own security and the security of others.

REPORTING CAMPUS CRIMES AND EMERGENCIES

Voluntary, Confidential Reporting. Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Department of Public Safety and University Police at 470-578-6206, or the local police agency, when attending a KSU class or KSU sponsored function at an off-campus location. Kennesaw State University does not have any non-campus organizations or housing, but student organizations may sponsor an event, such as a dance, at an off-campus facility. At those times, a University police officer may be assigned to the event for security purposes. If a University police officer is not present, the local law enforcement agency will be responsible for responding to a crime or incident, and will report any problems to the University Police. All crimes should be reported to the University Police for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

University Police do not have a process for voluntary confidential reporting due to state open-records laws. If you are the victim of a crime and do not want to pursue action within the University of Georgia System or within the criminal justice system, you may still want to consider making an anonymous report. You may contact the KSU Department of Public Safety and University Police tipster line at 470-578-6305 to report a crime anonymously. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Confidential reports can be made to campus professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional mental health staff member (e.g., licensed professional counselor, psychologist, social worker or student
intern) who learns from a KSU student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to University police.

   - To report a crime or an emergency on campus, contact University police at 470-578-6206 (non-emergency). Dial 470-578-6666 or 911 in emergency situations or use an emergency call box located throughout campus in the residential halls, parking lots and in some academic buildings.

   - Anonymous reports of crime may also be made to the University Police tipster line at 470-578-6305. Counselors are encouraged, if and when they deem it appropriate, to inform persons they are counseling about the ability to report an incident using the tipster line for inclusion in the annual disclosure of crime statistics. They also educate their clients about the fact that KSU DPS does not allow voluntary confidential reporting because of state open records laws.

2. The staff member will disclose to the student that periodically (at minimum, one time annually) Counseling and Psychological Services counselors may voluntarily report crimes disclosed during confidential counseling sessions to Department of Public and Safety and University Police. All information reported to KSU Police will be de-identified and is reported for the purposes of maintaining accurate crime statistics for inclusion in the KSU Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act.

3. Counseling and Psychological mental health staff will make their best effort to complete the “CPS Sexual and/or Physical Assault Incident Report” form while working with a victim of a sexual assault or interpersonal violence crime. There may be instances in which the student is unable, unwilling or reluctant to provide information in all categories. A counselor will gain as much information as possible while respecting the boundaries and autonomy of the student.

**Reporting to University Police.** Accurate and prompt reporting of all crimes to the University Police and other appropriate law enforcement agencies is encouraged, when the victim of a crime elects to or is unable (physically/mentally) to make such a report. The KSU Department of Public Safety and University Police is open 24 hours a day, seven days a week. Someone is always available to answer calls. There are several ways to contact the department for assistance:

**Telephone.** If you are on campus, dial extension 6666. If you are off campus, call 470-578-6666.

**Email.** For non-emergency questions, comments or concerns, email police@kennesaw.edu.

**Emergency phones.** Emergency phones are located in all parking lots, along several streets, in building hallways and in all parking decks. These phones provide direct contact with the department.
In Person. The Department of Public Safety and University Police is located in the Public Safety Building, building #20 on your campus map, near the West Parking Deck. Additional locations include the North Precinct, located at University Village, building 6000, adjacent to the North Parking Deck, and the East Precinct, located at the KSU Sports Complex inside the KSU Soccer Stadium.

Police Texting Phone. This system allows the community to report emergencies via text message. It is not meant to replace phone calls or e-mails but is designed to be an additional option for emergencies. Texting is particularly helpful for the hearing impaired or those suffering from a medical emergency making it hard to speak, in domestic situations, or residential (home) invasions where calling 911 could escalate the situation. Use the University Police texting phone only in an emergency, when calling the police is not an option. Send emergency texts to 770-356-3866.

Red flag reporting: A behavioral reporting system that allows students, faculty and staff to report observed behavior that warrants concern has been implemented. Such behaviors are often referred to as “red flags” because we know that harmful acts, either suicidal or toward others, rarely occur without raising concern in others in the individual’s life. This anonymous reporting is for non-emergencies only and is not constantly monitored. Go online to submit a report at https://kennesaw-advocate.symplcity.com/care_report or www.kennesaw.edu/brt.

Response to Reports of Crimes. In response to filing a report with University Police, the department forwards incident reports involving students to the Office of the Dean of Student Success for review and potential action by the Department of Student Conduct and Academic Integrity. The officers make arrests when appropriate. University Police Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Department of Student Conduct and Academic Integrity. University Police will contact local law enforcement agencies as appropriate if further assistance is required to respond to reported incidents.

Reporting to Other Campus Security Authorities. In addition to University Police, crimes and emergencies may be reported to certain University officials who are deemed Campus Security Authorities by Federal Law. These include the Dean of Students, the Title IX Coordinator, student staff in residence life, athletic coaches, and advisors to student organizations, to include some faculty members. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with University Police for the purposes of investigation, Timely Warnings and inclusion in the Annual Security Report.
**Additional Resources for Crime Victims.** Crime victims have a number of offices at KSU available to them that are here to offer support and provide information about programs and services available. Some of the offices a student crime victim may contact for information and assistance include:

Dean of Students……………………………………… 470-578-6310
Director, Human Resources………………………… 470-578-6030
Office of Equal Employment
Opportunity (EEO)……………………………………… 470-578-2614
KSU Office of Victim Services (OVS)……………...470-578-6725 or email ovs@kennesaw.edu
Director, Student Conduct and
Academic Integrity (SCAI)…………………………… 470-578-3403
KSU Counseling and Psychological
Services Center………………………………………… 470-578-6600
Women’s Resource Center…………………………… 470-578-7858
Director, Department of Residence Life……………470-578-2320
KSU Health Clinic………………………………………. 470-578-6644

**ABOUT THE KSU DEPARTMENT OF PUBLIC SAFETY AND UNIVERSITY POLICE**

**The Public Safety Staff and Services**
The KSU Department of Public Safety and University Police maintains a force of 38 certified police officers, whose duties include enforcing laws, preventing and investigating crimes, providing security, and encouraging safety awareness. Officers patrol the campus 24 hours a day, seven days a week. Public Safety Specialists provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts.

**Officers’ Jurisdiction**
According GA state law 20-8-2, on the campus of an educational facility, a campus policeman employed by such educational facility who is certified in accordance with Code Section 20-8-3 and when authorized by the governing body or authority of such educational facility 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. All KSU police officers have the power of arrest and the authority to enforce all state laws. Their jurisdiction includes the entire campus and extends to 500 yards outside any KSU property owned and controlled by the state Board of Regents. If an offense occurs within the officers’ jurisdiction, they can leave this area to pursue the offender.

**Specialized Training**
All KSU law-enforcement personnel annually receive in-service and specialized training in firearms qualifications, criminal-law procedures, first responder for medical emergencies, cardio-pulmonary resuscitation, crime-scene search, report writing and interpersonal communications. In 2013, KSU police officers completed more than 5,819 hours of training. Several members of the department belong to professional police organizations and are instructors at the regional police academy.
Open Lines of Communication
The department has established open lines of communication with nearby law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. A memo of understanding exists with the Bartow County Sheriff’s Office, which indicates that the sheriff’s office will provide investigative support to the KSU Department of Public Safety and University Police, when necessary. A mutual aid agreement exists with the Cobb County Police Department, the local law enforcement agency that has concurrent jurisdiction with the University Police, as well as those law enforcement agencies that have official non-campus land or facilities within their jurisdiction. Under the mutual aid agreement, the Cobb County Police Department will assist with investigations if requested by KSU Police. Constant contact with other law enforcement agencies is also maintained through the Georgia Crime Information Center and National Crime Information Center computer terminal. The terminal also provides important data on wanted persons, driver’s license information and criminal history information.

TIMELY WARNING REPORTS – CRIME ALERTS

A timely warning notice is considered for distribution to the KSU community for all Clery Act crimes that are (1) reported to campus security authorities or local police and (2) determined by the institution to represent a serious or continuing threat to students and employees. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and will provide protective advice that will aid in the prevention of similar occurrences.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the chief of police or his designee considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the KSU community, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the KSU community via blast email.

The University Police Chief or designee reviews all University Police reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary.

The Department of Public Safety and University Police is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official KSU email.
EMERGENCY RESPONSE & EVACUATION PROCEDURES

Emergency Management at Kennesaw State University. The KSU Emergency Action Plan is designed to provide a resource for Kennesaw State University personnel, administrators, students and to include crisis coordinators in assisting with information and guidelines in planning and responding during a crisis. While the plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response. This document also contains the procedures to test emergency response and evacuation procedures on an annual basis. The University Chief of Police will be responsible for the annual review of these procedures, with input from the director of Emergency Management.

The University’s Emergency Action Plan, located http://www.kennesaw.edu/sss/index.php contains “best practices” and information about emergency guidelines for the campus community; University emergency procedures; pre-emergency planning and performance expectations; “shelter-in-place” and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Drills, Exercises and Training. The University conducts numerous emergency response exercises on campus each year, such as table-top exercises and tests of its emergency notification system, the KSU Alert System (immediate notification). These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The University tests aspects of the campus emergency notification system on the first Wednesday of every month. This test includes the campus Emergency Warning Sirens, Emergency Desktop Override System, and UHF radios distributed to crisis coordinators in each building. Additionally, the mass notification system, which distributes email, text, and voice notifications to all faculty, students and staff, is tested annually. This year’s test was conducted on June 27, 2014. The test was announced. It began at 3:00 PM and concluded at 3:56 PM. For the first Wednesday tests, UHF radio tests are from 10:00 – 10:15 AM. The Override System and Siren Tests are from 12:00 – 12:15 PM.

In addition to testing the emergency notification system, the University also conducts table top exercises with departments and agencies on and off campus. The most recent Table Top Exercise was conducted with the Science Cluster on September 17, 2014. This exercise reviewed procedures for emergency action in response to an armed person on campus, including an evacuation of the science area after the incident had concluded and the scene was secure. While the scenario was based around the Science Cluster, personnel from all over campus were invited and attended this exercise. The discussion centered on how to conduct shelter-in and evacuation procedures for any building on campus and not just those in the Science Cluster.
University police officers and supervisors have received training in incident command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are University Police, Cobb County Police, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other University departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for Kennesaw State University is publicized each year as part of the institution’s Clery Act compliance efforts (KSU’s Annual Security and Fire Safety Report publication). That information is available on the Department of Public Safety and University Police website at http://www.kennesaw.edu/police/cleryactcompliance.html

What it Means to Shelter in Place
Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room, if possible, with as few windows as possible or no windows. When authorities issue directives to shelter in place, do not walk outdoors. Take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:
- Active shooter
- Severe weather
- Hazardous materials
- Civil unrest
- Hostage situation
- Any situation in which it is best for you to stay where you are to avoid any outside threat.

When this occurs:
1. Remain CALM.
2. Faculty should encourage students and others not to leave or go outside.
3. If you are in dorm rooms, remain there.
4. Select a small interior room with as few windows as possible or no windows.
5. Close and lock all windows, exterior doors and any other openings that lead to the outside.
6. Stay away from all windows and doors.
7. Plant Operations personnel or trained crisis coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. If you are told there is a danger of explosion, close the window shades, blinds or curtains.
9. Select interior room(s) above the ground floor, with the fewest windows or air vents.
10. Room(s) should have adequate space for everyone to be able to sit down comfortably.
11. Avoid overcrowding by selecting several rooms when necessary.
For severe weather and civil unrest:
1. Stay inside and move away from windows.
2. Close and lock all exterior doors and offices.
3. For extreme weather, relocate to lower levels in the building.

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

How to evacuate:
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify University Police Emergency at extension 6666 or at 470-578-6666.
1. Remain CALM.
2. Do NOT use elevators. Use the stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform University Police or the responding fire department of the individual's location.
4. Proceed to a clear area at least 150 feet away from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building

Muster and Head Count
Individuals in leadership positions should attempt to account for students, faculty, staff and visitors who are under their supervision at the time of the evacuation. Those positions may include:
- Faculty or instructors in the classroom
- Crisis coordinators
- Office managers
- Supervisors

Once you have assembled at your designated meeting place, conduct a reasonable accounting of personnel. Inform public safety officials or crisis coordinators if someone is unaccounted for or if you suspect someone did not exit the building, and inform them of the missing person’s last known whereabouts.
Emergency Notification to the Community about an Immediate Threat: KSU Alert

KSU will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of emergencies that would warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a university-owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak or a significant hazardous material release.

Authorization of the KSU Emergency Notification Systems

The University Chief of Police is primarily responsible for making the recommendation to the vice president of Business Operations for initiation of the Emergency Notification System or, in the event of an immediate need, determining the segment of the community that will receive the notification, if the threat is limited to a particular building or segment of the population, and activating the system to students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred.

Emergencies on campus are typically confirmed by University Police, in consultation with other offices such as the Office of the Dean of Student Success, Student Health, the National Weather Service and fire departments. University Police are also authorized to activate the systems in an emergency situation.

The University police will determine the content of the notification by selecting from the templates existing in the Rave system based on the emergency type, and may alter language based on the facts and circumstances. The University Chief of Police will then notify the assistant vice president of University Relations who, in turn, will notify local media outlets to provide information to the larger community. The chief of police or his designee will be responsible for disseminating the following notifications using some or all of the systems listed below when activation is required and for providing follow-up information regarding the emergency as needed:

- Activate the Rave Emergency Notification System (text, email, telephone calls to registered users)
- Deploy the Emergency Broadcast Alert Popup Override System
- Post closure or other information on the KSU campus advisory web page (www.kennesaw.edu/advisories)
- Activate the Early Warning Siren System when necessary
- Place a recorded telephone message on the university information phone line at 470-578-6000, if necessary.

To learn more about KSU Alert, go to http://www.kennesaw.edu/sss/index.php. The general public and parents may sign up for the alerts and request they be added to the KSU Alert notification system.
SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

While classes are in session, Kennesaw State University, with the exception of the residence halls, is open to students, parents, employees, contractors, guests and invitees. During normal business hours and into the evening hours for night classes and activities, access to KSU facilities is through unlocked doors or key locks, along with a card access system deployed at KSU, where applicable. After regular hours, which includes when classes and events are completed, University police officers make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved card access and use University-issued swipe cards. In the case of periods involving extended closing times, the University will admit only those with prior written approval or approval from Public Safety to enter the facilities.

Security cameras are placed at strategic locations around campus, in most facilities and most parking decks. Specific building interior corridor facilities have cameras focused on areas of higher risk, such as facility entrances, elevators and telecommunication rooms. These cameras are not actively monitored, but all footage is saved on a digital feed for at least 12 days. All cameras monitoring cash-handling functions have 30 days of memory. Cameras are checked routinely through visual confirmation to ensure components are working via the central monitoring station. Employees of the University (faculty and staff) may be present in buildings after-hours, provided that they have a background check on file. Student assistants may be present in the building as well, as long as a background check has been performed within the last two years. Exemptions from background checks may be approved in writing by the president or his designee. University Police are responsible for verifying the eligibility of student assistants to stay in closed buildings after-hours. Academic programs that require after-hours access by graduate students must inform their students that a background check is a requirement for gaining after-hours access. However, it cannot be used as a requirement for admission to any academic program. The University System of Georgia Human Resources Administrative Practice Manual provides additional information about background investigations. Police officers regularly patrol all campus facilities to maintain security and inspect all doors and locks to ensure they are properly maintained.

Upon University closure due to inclement weather (e.g., snow or icy conditions) or other instances when “sheltering-in” is required, KSU employees may stay in a building after it has been locked. In certain instances of inclement weather that do not require a campus closure (e.g., tornado watch or warning), egress from campus buildings will be discouraged, and all employees will be asked to gather in their designated storm-shelter areas.

Special Considerations for Residence Hall Access. Residence halls are managed through a cooperative relationship between the KSU Department of Residence Life and KSUF Housing Management, LLC, a private subsidiary of the KSU Foundation. KSU Department of Residence Life and KSUF Housing Management, LLC provide operational oversight for maintenance, housekeeping and key distribution and management. KSU Residence Life provides oversight for emergency and crisis response, as well as safety and security programming. The locking mechanisms in the residential communities vary based on the design of the facility.
• KSU Place — Each apartment is secured through deadbolt locks and keys for both unit and individual bedroom doors.

• University Place — Each apartment/unit door is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.

• University Village — Access to the facility and to apartment/unit doors is secured through an electronic door system. Each bedroom door is secured with a deadbolt and key system.

• University Village Suites — The facility uses a deadbolt and key system to secure individual bedrooms. Interior corridors and unit doors are secured through an electronic door access system. The main lobby also uses an electronic door system, but those doors are open during specific daytime hours of the week.

Card access systems are different than the KSU main campus key card system. Only the University Village Suites maintains a desk operation, although sworn police officers and non-sworn public safety specialists patrol the grounds. This desk is staffed 24 hours a day by KSUF Housing Management, LLC or KSU Residence Life personnel. Other community areas are staffed by a resident assistant in evening hours. Residence Life staff members are on duty 24 hours a day, seven days a week to respond to student needs. An emergency maintenance person is on call 24 hours a day to handle all lock and key problems.

Door-to-door solicitation and distribution of leaflets by individuals or organizations other than KSU Residence Life or KSUF Housing Management, LLC is prohibited. Delivery vendors are not granted facility access, and students are expected to meet those vendors at the exterior entrances to receive order items.

Security Considerations for the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. University Police regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the University community are helpful when they report equipment problems to University Police or to Facilities Management. The Office of Residence Life works closely with residential buildings to ensure that exterior doors are secure and that any maintenance issues are responded to promptly. University Police, when in residential spaces, respond to security issues by unpropping doors and responding to security-related calls.
SECURITY AWARENESS AND CRIME PREVENTION EDUCATION AND PROGRAMMING ON CAMPUS

Security awareness and crime prevention programs on personal safety are sponsored by various departments at KSU throughout the year. Security awareness 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. Approximately 32 classes were held at KSU in 2013.

University police facilitate programs for students, faculty, staff, orientations, organizations and residential housing. Residence Life and other offices under the Dean of Students offer programs for students specifically. Crime prevention and security awareness programs available include:

Crime Prevention Lecture

Green Dot
Green Dot is a bystander prevention training that aims to decrease incidence of power based personal violence (sexual violence, dating/domestic violence, and stalking) on college campuses. A green dot is any behavior, word, choice, or attitude that promotes safety for all of us and communicates intolerance for any form of violence.

The goal of the Green Dot program is to get students trained to become active bystanders in the KSU community and create environmental change around the issue of power-based personal violence. The bystander training helps participants recognize their potential to reduce power-based personal violence through interactive activities that focus on the following:

• Defining power-based personal violence
• Recognizing situations where green dots prevention strategies are needed
• Identifying and overcoming barriers to committing green dots
• Practicing green dot bystander strategies

The expectation for this program is to empower members of the KSU community to stand up for each other and let those who perpetrate power-based personal violence know that such acts will not be tolerated at KSU.

SAFE
Self-defense Awareness & Familiarization Exchange (SAFE) is a two hour program offered for female students, faculty and staff at KSU. The program is based upon the following ideas: violent crimes are crimes of opportunity, and when you remove the element of opportunity, you reduce the risk of attack. 90% of self-defense is mental preparedness; the other 10% is physical. S.A.F.E. provides
participants with great crime prevention information and resources as well as a pre-basic familiarization with physical defense training methods. Two SAFE classes were held on Feb. 22, and April 25, 2013.

RAPE AGGRESSION DEFENSE
Rape Aggression Defense (R.A.D.) is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defense training. Various members of the University Police are Certified RAD instructors and teach all RAD classes. RAD classes include Basic RAD, Advanced RAD, RAD for Men, Weapons Defense Systems, Keychain Defense Options, and RAD for Seniors. Basic RAD was offered 3 times in 2013.

Advanced RAD
Advanced Rape Aggression Defense is a 25 hour course, which is administered as stand-alone blocks of instruction. Advanced RAD builds on the basic philosophy and defense techniques taught in RAD Basic Physical Defense for Women. Advanced RAD consists of hand combinations, upper body counter techniques, lower body counter techniques, ground defense positions and counter techniques, tackle avoidance techniques, and counter defense techniques against multiple adversaries. Participants must have already completed the Basic Physical Defense Program. Advance RAD was offered 5 times in 2013.

RAD for Men
Resisting Aggression with Defense for Men is one of the new programs offered. It addresses the many requests from our male population for basic self-defense options. RAD For Men (RFM)'s goal is to provide responsible information and tactical options of self-defense for men who find themselves in confrontational situations. For a male self-defense program to be an empowering experience it must contain a few key elements. These are: to educate men about their roles and responsibilities in reducing violence, to instill an understanding of reliance on others, to understand the responsibility and importance of making different decisions, and to obtain self-realization of the power of controlling one’s emotions. RAD for Men was offered 2 times in 2013.

Weapons Defense Systems
R.A.D. Systems Weapons Defense Program teaches participants realistic defensive strategies against edged weapons and firearms. This is an eight hour class administered in two four hour blocks. Participants must have already completed the Basic Physical Defense Program. RAD Weapons Defense was offered 1 time in 2013.

Keychain Defense Options
The R.A.D. Keychain Defense Options course is one of the only realistic and court-defensible impact weapons programs available for the general public. Combining proven R.A.D. Physical Defense strategies with revolutionary impact weapons defense techniques, makes this program a worthy addition to the R.A.D. System. Realistic employment, combat effectiveness, ‘light impact”, fluid transitions and even simulation training exercises are all part of this program. This program revolves
around use of the Kubaton in conjunction with weapon-enhanced physical skills. Participants must have already completed the Basic Physical Defense Program.

RAD for Seniors
Kennesaw State University Police is offering a non-strenuous physical self-defense class for seniors. RFS (RAD For Seniors) is the latest member of the R.A.D. family and is a program designed for men and women age 60 or older. Seniors are often more concerned about violent crimes, however they are statistically more likely to be victims of property crimes. This program is designed to address both areas of concern. RSF provides seniors with prevention skills to avoid and prevent property crimes as well as physical defense options. RFS is offered in 10 separate sessions. Each session contains classroom material as well as an offering of options of physical defense. The program begins with a philosophical introduction to R.A.D. Systems, course objective, and discussion of topics such as general Risk Reduction, Prescription Medication Issues, Financial Crimes (scams, frauds, identity theft), and sexual assault to name a few. RAD for Seniors was offered 1 time in 2013.

The University Police, the Division of Student Success and Department of Residential Life offer an average of two educational programs per semester. Programs are announced through email and listed on the University police website at www.kennesaw.edu/police and on the University Police Facebook page at http://www.facebook.com/ksu.police1.

To schedule an officer to speak to your class or group, email the request to police@kennesaw.edu.

CRIME-PREVENTION TIPS
Although the Kennesaw State campus is relatively crime free, it is still vulnerable to criminal activity due to its proximity to two major interstate highways. The most likely crime sites are the library, athletic facilities, parking lots, classroom buildings and the student center. The following are some safety measures that could keep you from becoming a crime victim:

**When you are driving**
- When you park, lock car doors and trunk and take your keys.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lit areas.
- If possible, don’t drive alone. There is safety in numbers.
- Don’t pick up hitchhikers.
- Check inside and underneath the car before getting in.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lit, populated area. The police officer will understand your concerns.

**If you are walking**
- Don’t walk alone.
- Use public, well-lit walkways.
- Avoid dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your car.
- Carry only necessary cash and credit cards.
If you are being followed
• Cross the street.
• Change direction.
• Keep looking back, so the person realizes you are aware of his/her presence.
• Go to a well-lit, populated area.
• Notice as many physical details as possible, so you can describe the person to the police.
• Report the incident to the police as soon as possible.

If you are alone in an office or classroom
• Keep the door locked.
• Always ask who is knocking before you open the door.
• Never prop open locked exterior building doors.

In KSU residential areas
• Always keep doors to the apartment and your bedroom door locked.
• Never lend your apartment key to anyone.
• Never hold the exterior doors open for someone.

Preventing theft on campus
• Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
• Write your name and student ID number, in pen, inside your books.
• Keep your car locked at all times to prevent theft of stereos, CD players, GPS devices and iPods.
• Store computers, lab equipment and audio visual equipment, when not in use, in a locked office or classroom.

Keeping the campus safe
• Report suspicious or criminal activity to the University Police.
• Use locks on lockers and bicycles.
• Attend crime-prevention programs.
• Take responsibility to protect yourself and your fellow students.
KSU’s RESPONSE TO SEXUAL AND GENDER VIOLENCE

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

For a complete copy of Kennesaw State University’s policy governing sexual misconduct, visit https://web.kennesaw.edu/scai/content/ksu-student-title-ix-sexual-misconduct-policy.

A. Definitions
There are numerous terms used by Kennesaw State University in our policy and procedures.

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

The State of Georgia statute 16-1-3 (19) defines “without consent” as a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, there is no definition for the general term of Sexual Assault. Sex offenses are defined individually in the Georgia State Code. However, KSU defines Sexual Assault in the Student Code of Conduct as follows:

Sexual assault is a form of sexual misconduct and represents a continuum of conduct that includes non-consensual sexual contact between an individual and another person.
Examples of sexual assault under this policy include, but are not limited to, the following behaviors, if non-consensual:

- Sexual intercourse
- Any sexual touching, including penetration, with any object. Sexual touching is contact of a sexual nature, however slight.
- Touching of intimate body parts such as mouth, genitalia, groin, breast, buttocks, inner thighs, or any clothing covering them
- The removal of another person’s clothes
- Touching a person with one’s own intimate body parts
- Compelling another to touch one’s intimate body parts

**Rape:** Defined in the FBI’s Uniform Crime Reporting system as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Georgia State code 16-6-1 states:

(a) A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

**Fondling:** Defined in the FBI’s Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Georgia State code 16-6-22.1 defines fondling (Sexual Battery) as follows:

(a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.
**Incest:** Defined in the FBI’s Uniform Crime Reporting system as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Georgia State code 16-6-22 defines incest as follows:

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half blood; (4) Grandparent and grandchild; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

**Statutory Rape:** Defined in the FBI’s Uniform Crime Reporting system as a nonforcible sexual intercourse with a person who is under the statutory age of consent.

Georgia State code 16-6-3 defines statutory rape as follows:

A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant.

**Dating Violence:** Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have any specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant.
**Stalking:** The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person’s safety or the safety of others; or

(ii) suffer substantial emotional distress.

2) For the purposes of this definition—

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

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

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

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

Georgia State code 16-5-90 defines stalking as follows:

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

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section
19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person’s consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

B. **Education and Prevention Programs**

The University will engage in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

This educational programming will consist of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

c. Defines what behavior and actions constitute consent to sexual activity in the State of Georgia and pursuant to University policy and procedure;

d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The University offered 3 Green Dot training sessions for students last spring, with each training lasting about 6 hours.


Various offices on campus provide training programs that promote the awareness of rape, and other forcible and non-forcible sex offenses. The Department of Public Safety and University Police offer various S.A.F.E., RAD and crime prevention class presentations throughout the year. At least one program per semester is offered and advertised on the University Police website, as well as through blast e-mail. The Office of the Dean of Students, the office of Diversity and Inclusion and Human Resources also offer various safety awareness programs throughout the year, consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

C. Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students and employees should contact the University Police Department at 470-578-6666 or the Kennesaw State University Dean of Students at 470-578-6310.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, follow-up medical care or mental health assistance, they may contact the KSU Counseling and Psychological Services at 470-578-6600 and the KSU Health Clinic at 470-578-6644.

The Kennesaw State University Office of Victim Services (OVS) is another on-campus resource for victims of sexual assault. The OVS seeks to ensure that the victims of crime at Kennesaw State University become an integral part of the criminal justice system. Through education of the rights and
services available to KSU crime victims, collaboration with KSU Department of Public Safety and University Police, as well as Cobb County court and legislative advocacy, the KSU OVS believes that the voices of crime victims will become a necessary component of the justice system in this state.

The primary goals of the KSU OVS are to aid in reducing trauma to the crime victim; reduce the level of secondary injury associated with the aftermath of crime, and to aid in the prosecution of criminal cases by ensuring that crime victims and witnesses are provided with the entitlements and services mandated by the Crime Victims' Bill of Rights. To contact the Victim Services Coordinator, Tanya Smith, call 470-578-6725 or email ovs@kennesaw.edu.

The University Police are active members on the TIV Taskforce. The Taskforce on Interpersonal Violence (TIV) at KSU is a group of individuals from the Kennesaw community and the University community who are committed to providing comprehensive services for students, faculty, and staff who have been victims of sexual assault, domestic/dating violence, stalking, harassment, and all other forms of interpersonal violence, and to preventing further violence from occurring.

The YWCA of Cobb County has a Rape Crisis Center, which provides medical and legal advocacy, support groups and individual counseling. You may reach the 24-hour hotline by calling 770-427-3390. Sexual Assault Nurse Examiners (SANE) are available 24 hours a day to provide medical forensic examinations for sexual assault victims. These registered nurses are trained in advanced assessment and forensic techniques that enhance the quality of the investigation while providing compassionate care. A YWCA sexual assault advocate meets the victim at the hospital along with the SANE nurse.

**Procedures Victims Should Follow.** If you are a victim of sexual violence, call the University Police, at 470-578-6666 or 911 to activate the SANE program. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges at a later date.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/ or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The KSU Department of
Public Safety and University Police may also be reached directly by calling 470-578-6666, in person at 1000 Chastain Road, Building #20, Kennesaw, GA 30144, or by using one of the emergency call boxes located throughout campus in the residential halls, parking lots and in some academic buildings. Additional information about the University Police department may be found online at: http://www.kennesaw.edu/police.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Mary Ellen McGee, by emailing her at mmcgee21@kennesaw.edu or by phone at 470-578-2614 and to University Police (if the victim so desires). The University will provide resources on campus, off campus, or both, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protective orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she, nevertheless, should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Institution Will Follow:</th>
<th>Evidentiary Standard</th>
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</table>
| **Sexual Assault**      | 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care  
2. Institution will assess immediate safety needs of complainant  
3. Institution will assist complainant with contacting | Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the Department of Student Conduct and Academic Integrity (SCAI) using the **preponderance of the evidence** standard. |
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<tbody>
<tr>
<td>1.</td>
<td>local police if complainant requests AND complainant provided with contact information for local police department</td>
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<td>4.</td>
<td>Institution will provide complainant with referrals to on and off campus mental health providers</td>
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<td>5.</td>
<td>Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</td>
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<tr>
<td>6.</td>
<td>Institution will provide a Criminal Trespass Warning to accused party if deemed appropriate</td>
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<tr>
<td>7.</td>
<td>Institution will provide written instructions on how to apply for Protective Order</td>
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<tr>
<td>8.</td>
<td>Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</td>
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<td>9.</td>
<td>Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</td>
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<td>10.</td>
<td>Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for</td>
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<td><strong>complaining of sex-based discrimination or for assisting in the investigation</strong></td>
<td><strong>Stalking</strong></td>
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<tr>
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<td>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</td>
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<tr>
<td>3. Institution will provide written instructions on how to apply for Protective Order</td>
<td>4. Institution will provide written information to complainant on how to preserve evidence</td>
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<th><strong>Dating Violence</strong></th>
<th><strong>1. Institution will assess immediate safety needs of complainant</strong></th>
<th><strong>Preponderance of the evidence</strong></th>
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<tr>
<td>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</td>
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<tr>
<td>Domestic Violence</td>
<td>1. Institution will assess immediate safety needs of complainant</td>
<td>Preponderance of the evidence</td>
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. The university will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

According to the Georgia Crime Victims’ Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

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

**Who is Eligible to Apply for a TPO?**
Before an application for a TPO can be made, an act of family violence or stalking must have occurred. The following parties are eligible to apply:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Persons living or formerly living in the same household

**How is a TPO Obtained?**
The first step in obtaining a TPO is the application process. A representative (advocate) of the YWCA will assist you with the required paperwork. The advocate is located in the Cobb County Superior Court Building, 3 Waddell Street, 4th Floor, Suite 402, Marietta, Georgia 30090.

This advocate is available Monday through Friday from 8:30 a.m. to 4:00 p.m. to assist in this process. (NOTE: Persons seeking protective orders should allow at least one hour for the screening process. Late arrival may delay the petition being heard until the following business day.)

The advocate will provide the required paperwork for parties seeking temporary protective orders. Additional duties of the advocate include, entering information into the state computer system and screening cases before bringing said matters before the presiding judge.

Petitions are heard twice daily (Monday through Friday, excluding holidays) in the Cobb County Superior Court by an assisting Superior Court Judge. Hearings are held at 11:00 a.m. and 3:00 p.m. (NOTE: All required paperwork must be completed and entered into the state system prior to a case being presented to a judge.) In order to complete the process in one day you must arrive no later than 1:30 p.m.

If there is a finding by the judge that there is probable cause to believe that an act of family violence has occurred in the past and may occur in the future, the Court may order such relief as is deemed appropriate.

After the responding party has been served with a copy of the order by the Sheriff’s Office, a hearing will be held within 30 days. Both parties will have the opportunity to be present at the hearing. An assisting Superior Court Judge will determine by a preponderance of the evidence if it is warranted to
continue the protective order for a period of up to 12 months. These hearings are held on Tuesdays at 9:00 a.m. and 2:00 p.m.

The University may issue a criminal trespass warning, if deemed. To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the University Police departments Daily Crime Log or online. The University does not maintain any public directory information on students, but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources by sending an email request to service@kennesaw.edu.
## Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

### On-Campus Resources

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<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Dean of Students</td>
<td>1000 Chastain Rd, Bldg #1, Room 4416</td>
<td>470-578-6310</td>
<td><a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td>3391 Town Point Road, Room 2000</td>
<td>470-578-6030</td>
<td></td>
</tr>
<tr>
<td>University Police</td>
<td>1000 Chastain Rd, Bldg #20</td>
<td>470-578-6666</td>
<td></td>
</tr>
<tr>
<td>Office of Equal Employment Opportunity (EEO)/Title IX Coordinator</td>
<td>1000 Chastain Rd, Bldg #27, Room 210</td>
<td>470-578-2614</td>
<td><a href="mailto:mmcgee21@kennesaw.edu">mmcgee21@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Office of Victim Services (OVS)</td>
<td>1000 Chastain Rd, Bldg #20</td>
<td>470-578-6725</td>
<td><a href="mailto:ovs@kennesaw.edu">ovs@kennesaw.edu</a></td>
</tr>
<tr>
<td>Director, Student Conduct and Academic Integrity (SCAI)</td>
<td>3805 Canton Place, University Village Suites, Bldg #5000, Suite 5100</td>
<td>470-578-3403</td>
<td><a href="mailto:scai@kennesaw.edu">scai@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Counseling and Psychological Services Center</td>
<td>1000 Chastain Rd, Bldg #1, Room 2401</td>
<td>470-578-6600</td>
<td></td>
</tr>
<tr>
<td>Women's Resource Center on Interpersonal Violence Prevention</td>
<td>1000 Chastain Rd, Bldg #1, Room 3429</td>
<td>470-578-7858</td>
<td></td>
</tr>
<tr>
<td>Director, Department of Residence Life</td>
<td>3805 Canton Place, University Village Suites, Bldg #3000, Suite 3051</td>
<td>470-578-4388</td>
<td><a href="mailto:reslife@kennesaw.edu">reslife@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Health Clinic</td>
<td>3210 Campus Loop Rd, Bldg #52</td>
<td>470-578-6644</td>
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### Off-Campus Resources

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<tr>
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</thead>
<tbody>
<tr>
<td>Local Police</td>
<td></td>
<td>911</td>
</tr>
<tr>
<td>YWCA Women’s Crisis Center</td>
<td>48 Henderson St SW, Marietta, GA 30064</td>
<td>770-427-3390</td>
</tr>
<tr>
<td>Victim Information and Notification Everyday (VINE) Cobb County</td>
<td></td>
<td>1-800-785-8463</td>
</tr>
</tbody>
</table>
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

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

How to be an Active Bystander
Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Below is a list of some ways to be an active bystander:

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

Risk Reduction
With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
E. Adjudication of Violations

Whether or not criminal charges are filed, the University or a person may file a complaint under the Kennesaw State University Sexual Misconduct Policy in the Student Code of Conduct; the Sexual Harassment Policy 1.13 in the KSU Employee Handbook; or the Policy Statement on Sexual Harassment, Policy 4.3.2 in the Faculty Handbook alleging that a student or employee violated the University’s policy on Sexual Misconduct or Sexual Harassment.

Reports of all domestic violence, dating violence, sexual assault and stalking made to University Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The university disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

The Sexual Misconduct Policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
6. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the university’s Student Conduct Code?”;
7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
8. The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. All appeals must be in writing and must be submitted to the Director of the SCAI Department within five business days of the student or student organization’s receipt of the sanctioning decision in writing. The Director of the SCAI Department will forward the appeal to the proper appeals officer. The appeals process does not grant a new hearing at a higher level. All appeals described in this section involve written appeals only. Students or organizations do not meet with or make oral presentations to the person deciding the appeal. There may be times when the person deciding the appeal requests a meeting with parties involved in order to clarify matters related to the appeal, but that is solely within the discretion of the person deciding the appeal.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university’s policy against Sexual Harassment, Policy 1.13 in the KSU Employee Handbook, or the Policy Statement on Sexual Harassment, Policy 4.3.2 in the Faculty Handbook in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Retaliation and Related Misconduct portion of the Sexual Misconduct Policy in the Student Code of Conduct which states, “No person shall be subject to coercion or reprisal for action taken in good faith to seek advice concerning a sexual misconduct grievance, to file a grievance, or to serve as a witness, Panel member, or representative in the investigation and hearing of a grievance. Acts or threats of retaliation are a violation of the KSU Student Code of Conduct and will be adjudicated accordingly.”

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university’s ability to respond to the complaint may be limited.

Victim Confidentiality
The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures
In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including expulsion, probated expulsion, suspension, probated suspension, suspension from on campus housing arrangements, disciplinary probation, restrictions, reprimand, or other educational or developmental sanctions, may be imposed upon those determined to have violated this policy. The University may implement protective measures
following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: a no-contact order, alteration of class schedules, or a change in housing arrangements. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or her designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Kennesaw State University.

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. You may obtain State information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry web site at http://gbi.georgia.gov/georgia-sex-offender-registry.
MISSING STUDENT NOTIFICATION POLICY

Suspected missing residential students should be promptly reported to the KSU Department of Public Safety and University Police. In addition to University Police, suspected missing residential students may be reported to certain University officials who are deemed Campus Security Authorities (CSA’s) by Federal Law. These include the Dean of Students, Residence Life staff (such as RA’s, Residence Directors, or Area Coordinators), athletic coaches, and advisors to student organizations, to include some faculty members. The CSA will promptly notify the University Police of the possible missing student. A student is determined to be missing when the University Police have verified that reported information is credible and circumstances warrant declaring the person is missing. Should the University Police investigate and determine that a residential student is a missing person, the director of Residence Life or designee will be immediately notified to verify the appropriate missing person contact information. Contact will then be made to the missing person’s contact within 24 hours of the determination that the student is missing by the Dean of Students or his designee. The University Police will provide the director of Residence Life or designee timely and continuous notification of the status of the investigation until the case is closed. University Police will notify other local law enforcement agencies within 24 hours after determining the student is missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Kennesaw State University no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the KSU police. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Department of Residence Life advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the “Annual Security and Fire Safety Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of completing housing-related documents. During the online registration process, specific campus housing emergency-related contact information will be captured, and the student will have the opportunity to provide a separate missing person contact online. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the KSU Department of Residence Life. Email sent to reslife@kennesaw.edu is the preferred method of submission and must include the following: student’s full legal name, KSU identification number, where the student resides in campus housing, the student’s cell phone number (or best
contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), an email address for that person(s), and a home address for that person(s).

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

**DAILY CRIME LOG**

Consistent with the Clery Act requirements, the University Police maintains a Daily Crime Log that records, listed by the date and time the incident occurred and was reported, all crimes and other serious incidents that occur on campus; in a non-campus building or property owned or operated by the University or its students “in a reasonably contiguous geographic area”; on public property within, adjacent to or immediately accessible from the campus; or within the department’s patrol jurisdiction. The Daily Crime Log is available for public inspection at the department or online at [http://www.kennesaw.edu/police/KSU Public Crime Logs.html](http://www.kennesaw.edu/police/KSU Public Crime Logs.html).

The Daily Crime Log includes the nature, date and time the incident occurred and was reported, and general location of each crime to the department, as well as its disposition. The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. Limited information may be temporarily withheld if it could jeopardize an ongoing investigation or the safety of an individual; cause a suspect to flee or evade detection; result in the destruction of evidence; if the disclosure is prohibited by law; or if the disclosure would compromise the confidentiality of the victim.

**KSU’s POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**

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

University police regularly patrol the campus and respond to residential housing for calls for service. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession and sale of alcoholic beverages at KSU by either referring the student to the appropriate conduct officer, by issuance of a citation, or by arrest. Officers also respond to complaints of drug activity and enforce state and federal drug laws in campus residential facilities.
More information on campus judicial procedures and processes can be found at https://web.kennesaw.edu/scai/content/ksu-student-code-conduct.

**KSU’s Drug and Alcohol Policy.** More information regarding the KSU Drug and Alcohol Policy, the AOD Education and Prevention Coalition, and the Drug-Free Schools and Communities Act (DFSCA) Biennial Review can be found at http://www.kennesaw.edu/deanofstudents/aod.html.

Kennesaw State University is committed to promoting the health and safety of the campus community through alcohol and drug education programs and the enforcement of policies and state law. Federal law requires KSU to notify faculty, staff and students of its alcohol and drug policy, which can be accessed at https://web.kennesaw.edu/hr/content/drug-alcohol. Specific policies governing students living in on campus residential facilities can be found at http://online.fliphtml5.com/kqde/iunk/#p=15. Both sites include information on education and programs.

**Drug and Alcohol Education Programs and Assistance Available.** A combination of several campus offices will provide assistance or act as a referring agency for Kennesaw State University. Included in the campus efforts to assist those with substance abuse problems are:

The Counseling and Psychological Services (CPS) Center, (470) 578-6600 is located on the second floor of Kennesaw Hall. The Center has eleven professional counselors available to work with students who have mental health problems and issues associated with alcohol and/or drug abuse. At present one CPS counselor is designated as the Substance Abuse Specialist and has been certified in Prime for Life. For counseling matters directly related to AOD abuse and addiction, referrals are made to the Center for Young Adult Addiction and Recovery (CYAAR) where counselors are on hand specializing in misuse, addiction and recovery.

Counselors specializing in Substance Misuse and Addiction co-lead an alcohol and other drug class for students found responsible for first time alcohol and/or other drug related code of conduct violations as mandated by the Department of Student Conduct and Academic Integrity. CPS and CYAAR also perform in-house evaluations for alcohol and drug abuse and use the SASSI-3 Substance Abuse Subtle Screening Inventory for alcohol abuse screening. CPS and CYAAR maintain a listing of referral agencies for off-campus assistance when such assistance is more appropriate. CPS and CYAAR services are available to all enrolled students. Two counselors currently serve as co-facilitators for the campus AOD Education and Prevention Coalition. This coalition provides many AOD services including writing of AOD campus policies, conducting research and grant writing, assessing environmental issues and establishing AOD educational programs.

The Center for Young Adult Addiction and Recovery (CYAAR) is located on the second floor of University College. The Center provides a safe environment in which students struggling with and recovering from substance misuse and addiction can find professional and peer support. CYAAR is home to the Collegiate Recovery Community (CRC), a peer recovery community which supports
multiple on-campus 12 step meetings, SMART recovery and ANAD. In addition, there is an open monthly meeting called Celebration Recovery on the third Monday of the month where students in recovery share their story. CYAAR provides Alcohol and Other Drug education in any university settings and trains peer educators to present AOD prevention and education to the incoming freshman class. To date, CYAAR has presented to the Greek Life, Student Athletes, and other at-risk populations. Clinical professionals provide education and Screening Brief Intervention and Referral (SBIRT) services. The telephone number is 470-578-2538 or email recovery@kennesaw.edu.

The Department of Human Resources, 470-578-6030, is located in the Campus Services Building. The Drug-Free Workplace coordinator is the Assistant Vice President of Human Resources. Employee Assistance Programs (EAP) relating to drug and alcohol abuse are available for KSU employees (staff and faculty). KSU’s EAP is provided by Horizon Health and may be accessed 24 hours a day, toll free, at 1-877-851-1631. Additional information can be found at https://web.kennesaw.edu/hr/content/eap_employee_assistance_program.

The Wellness Center, 470-578-423-6394, is located in the Student Recreation and Wellness Center, Bldg. 3, RM 131. The mission of the Center for Health Promotion and Wellness is to improve the health and well-being of students and employees through awareness and education. The Center encourages students and employees to assume more responsibility for their health and well-being. The Center’s primary goal is to enhance and provide a balance in the intellectual, emotional, physical, social, environmental, and spiritual development of the whole person. They also strive to provide an environment that is supportive of positive health practices. Programming focuses on helping students and employees reduce lifestyle risk factors. The Wellness Center participates each year in National Collegiate Alcohol Awareness week in October, sponsoring many interactive programs designed to educate students, faculty, and staff to issues associated with alcohol use and abuse. The Center also received Young Adult Program grants from the Georgia Governor’s Office of Highway Safety since 2008. This grant is used to promote education and awareness to young adults about safety issues, such as but not limited to, underage drinking, impaired driving, destructive decisions, and other high risk behaviors in order to decrease crashes, injuries, and fatalities in young adult drivers and passengers.

The KSU Health Clinic, 470-578-423-6644, is located on Campus Loop Road, House 52, across from University Place Housing on the south part of campus. There is also a satellite office located near the residence halls on the north part of the campus: The Village Same Day Appointment Clinic, Village Suites, Building #37. The clinics provide services to all KSU students. Alcohol and drug use and abuse programming is presented in conjunction with the Wellness Center. A query is made regarding alcohol and drug use as part of the student’s initial health assessment and is reviewed by medical professionals at the time of student’s visit to the clinic. Medical professionals provide education regarding prevention and assist students with referrals for treatment in the community.

The Department of Residence Life, 470-578-4388, is located in the University Village Suites to better serve the residential population, and in particular the first-year residents. The office is on the terrace
level of the 3000 Building of the University Village Suites, Room 3051. It provides AOD education to residential students on a continuing basis throughout the year through programs presented in both small and large group settings.

The Department of Public Safety, 470-578-6206 (non-emergency number), is located in the Public Safety Building #20 near the West Parking Deck. The Department also has established a community policing office, the North Precinct, located in building 6000 of University Village residential housing, adjacent to the North Deck parking area. There is also an East Precinct located at the KSU Stadium. The KSU police are a co-sponsor of annual National Collegiate Alcohol Awareness week in October and will speak to groups or classes upon request about safety and alcohol and drug awareness issues.

University Police are active members on the Alcohol and Other Drug Education and Prevention Coalition (AOD). KSU AOD is a campus-wide collaboration across various departments. Its mission is to engage the University community to make responsible and educated choices about alcohol and other drugs in support of the standards of the KSU community, and its goal is to develop and disseminate educational information regarding alcohol and other drug issues in a collegiate environment.

**KSU’s ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Department of Public Safety and University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics involving violence, robbery, and drug and alcohol violations that occurred on the Kennesaw State campus were compiled by the University Police for the years 2011, 2012, and 2013. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus.

The University Police will disclose any crime report made directly to any local law enforcement agency by a member of the campus community. Annual statistics are also collected from the University Police, the Office of Student Conduct and Academic Integrity, and Campus Security Authorities on campus and distributed by October 1 of each year in the publication Kennesaw State University Annual Security and Fire Safety Report, which can be found here: http://www.kennesaw.edu/police/cleryactcompliance.html.

The statistics are gathered from January 1 to December 31, each year. The 2013 statistics will be displayed in a separate chart due to new reporting requirements pertaining to the Violence Against Women Act and the Campus SaVE Act.

**DEFINITIONS OF CLERY ACT REPORTABLE CRIMES**

**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**

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

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

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

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

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

**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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary**
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or a felony, breaking and entering with the intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned acts.

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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

**Hate Crimes***
Any of the above-mentioned criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, national origin, ethnicity, sexual identity, sexual orientation or gender.

The crimes listed below are only required to be reported if they are motivated by bias:

**Larceny/Theft**
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, sixth edition as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

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

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

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

*Represents the new definition of Rape as required by the VAWA and Campus SaVE Acts for 2013 statistics

**Represents new definition of Fondling as required by the VAWA and Campus SaVE Acts for 2013 statistics
***Represents new definition of Hate crimes required for 2013 statistics which include additional categories of bias

OTHER CLERY ACT REPORTABLE OFFENSES

**Liquor Law Violation**
The violation of laws or ordinances prohibiting the manufacture, sale, transporting furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).

**Drug Abuse Violations**
Violations of state and local laws 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 (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapon Law Violations**
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SaVE ACT CRIMES

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

**Dating Violence**
Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim and (B) the existence of such a relationship shall be determined based on the reporting party’s statement with consideration of;

i. The length of the relationship,
ii. The type of the relationship,
iii. The frequency of interaction between the persons involved in the relationship.

**Domestic Violence**
A felony or misdemeanor crime of violence committed:
• By a current or former spouse or intimate partner of the victim.
• By a person with whom the victim shares a child in common.
• By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
• By a person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred OR
• By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   (i) fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.
2) For the purposes of this definition—
   (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

2013 NON-CAMPUS LOCATIONS (DOMESTIC)
Crime statistics were requested from the following law enforcement agencies for the non-campus locations listed below:

Cobb County P.D.
Dekalb County P.D.
Dallas P.D.
Alpharetta P.D.
Atlanta P.D.
Milton P.D.
Bartow County S.O.
Canton P.D.
Acworth P.D.
Smyrna P.D.
Montepulciano, Italy P.D.
COBB COUNTY LIST

1. Town Point
   3391 Town Point Drive
   Kennesaw, GA 30144

2. KSU Center
   3333 Busbee Drive
   Kennesaw, GA 30144

3. Owls Nest
   3220 Busbee Drive
   Kennesaw, GA 30144

4. KSU Soccer Stadium/Sports Park
   3200 George Busbee Parkway
   Kennesaw, GA 30144

5. Football offices
   3380 Town Point Drive, Suite 340
   Kennesaw, GA 30144

6. Hickory Grove Farm
   1800 Hickory Grove Road
   Kennesaw, GA 30144

7. The Perch
   390 Big Shanty Road
   Kennesaw, GA 30144

8. Cobb Galleria
   700 Galleria Parkway
   Atlanta, GA 30339

9. Ice Forum at Town Center
   3061 George Busbee Parkway
   Kennesaw, GA 30144

10. Town Center at Cobb (Parking lot)
    400 Barrett Parkway
    Kennesaw, GA 30144

11. Marietta Ice Center
    4880 Lower Roswell Road
    Marietta, GA 30068
12. A.G. Rhodes Health & Rehab  
   900 Wylie Road  
   Marietta, GA 30067

13. Elevation Chophouse  
   1723 McCollum Parkway  
   Kennesaw, GA 30144

14. Lilliput, Inc. dba Parsley’s Catering  
   1127 White Circle, NW  
   Marietta, GA 30060

15. Foot Solutions  
   2359 Windy Hill Road, Suite 400  
   Marietta, GA 30067

BARTOW COUNTY LIST
1. Cora Harris Property  
   591 Pleasant Road  
   Rydal, GA 30171

2. Tanyard Creek Property  
   4900 – 4959 Tanyard Creek Road SE  
   Acworth GA 30102

CHEROKEE COUNTY LIST
1. Northside Hospital  
   201 Hospital Road  
   Canton, GA 30114

CITY OF MILTON LIST
1. Verizon  
   Two Verizon Place  
   Deerfield Parkway  
   Alpharetta, GA 30004

CITY OF ALPHARETTA LIST
1. ADP  
   5800 Windward Parkway
PAULDING COUNTY LIST
1. Paulding Off-Campus Center (GA Highlands)
   Henry Winn Building
   125 E. Memorial Drive
   Dallas, GA 30132

ATLANTA LIST
1. Turner Broadcasting, Inc.
   1050 Techwood Drive
   Atlanta, GA 30318

2. Endive Catering
   1468 Mecaslin St. NW
   Atlanta, GA 30309-2265

3. Park 75 at Four Seasons Hotel
   75 Fourteenth Street
   Atlanta, GA 30309

DEKALB COUNTY LIST
1. Villa Christina
   4000 Summit Blvd.
   Atlanta, GA 30319

2013 NON-CAMPUS LOCATIONS (ABROAD)

MONTEPULCIANO, ITALY

1. Via di Voltaia nel Corso, 38
   53045 Montepulciano (SI) – Italia

2. Via Ruga di Fuori, 16
   53045 Montepulciano (SI) – Italia

3. Via Piana, 30
   53045 Montepulciano (SI) – Italia

4. Via Galimberti, 4
   53045 Montepulciano (SI) – Italia
5. Via di Voltaia, 74  
   53045 Montepulciano (SI) – Italia

6. Via dell’Opio nel Corso, 3  
   53045 Montepulciano (SI) – Italia

7. Via di Collazzi, 40  
   53045 Montepulciano (SI) – Italia

8. Vicolo dell’Oste, 3  
   53045 Montepulciano (SI) – Italia

9. Via di Cagnano, 2  
   53045 Montepulciano (SI) – Italia

10. Via Ruga di Fuori, 65  
   53045 Montepulciano (SI) – Italia

11. Vicolo dei Cacciatori, 8  
   53045 Montepulciano (SI) – Italia

12. Via Ciliano, 18  
   53045 Montepulciano (SI) – Italia

13. Via del Teatro, 12  
   53045 Montepulciano (SI) – Italia

CRIME STATISTICS TABLE (2011 and 2012)*

*The 2013 statistics are displayed in a separate chart due to new reporting requirements pertaining to the Violence Against Women Act and the Campus SaVE Act.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
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<th></th>
<th>TOTAL</th>
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<td>STUDENT HOUSING</td>
<td>NON-CAMPUS BUILDING AND PROPERTY</td>
<td>PUBLIC PROPERTY</td>
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<tr>
<td>CRIMINAL HOMICIDE</td>
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</table>

The numbers above reflect the number of incidents reported for each offense.
The 2013 statistics are displayed in a separate chart due to new reporting requirements pertaining to the Violence Against Women Act and the Campus SaVE Act.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
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<tr>
<td></td>
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<td>OTHER</td>
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<td>CRIMINAL HOMICIDE</td>
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<td>Murder and Non-Negligent Homicide</td>
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<td>SEX OFFENSES *</td>
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<td>TOTAL</td>
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</table>

The numbers above reflect the number of incidents reported for each offense

*Indicates the new requirements pertaining to the VAWA and Campus SaVE Act. Definitions of these offenses have changed for 2013. See above definitions.

**HATE CRIMES**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REPORTED</th>
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<td>NO HATE CRIMES REPORTED</td>
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<tr>
<td>2012</td>
<td>NO HATE CRIMES REPORTED</td>
</tr>
<tr>
<td>2013</td>
<td>One on-campus residential incident of simple assault characterized by sexual orientation bias and one on-campus incident of damage to property characterized by sexual orientation bias.</td>
</tr>
</tbody>
</table>
NUMBER OF ARRESTS FOR SELECTED OFFENSES
These numbers include both citation arrests and physical arrests

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
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NUMBER OF JUDICIAL REFERRALS FOR SELECTED OFFENSES
These numbers are provided by the Department of Student Conduct and Academic Integrity

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VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SaVE ACT CRIMES
These statistics reflect the number of incidents for each crime reported to the University Police for 2013

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CAMPUS MAP INDICATING CLERY GEOGRAPHY

Classroom Buildings
BB - Burruss Building - 560
CC - Classroom & Convocation - 590
CL - Clendenin Building - 275
EB - English Building - 440
HS - Pullman Health Sciences - 520
KH - Kennesaw Hall - 585
LB - Sturgis Library - 385
MS - Mathematics & Statistics - 365
MU - Music - 491
PE - Student Recreation Center - 290
PS - Pitcher Public Service - 375
SC - Science - 370
SL - Science Laboratory Building - 105
SO - Social Sciences - 402
TP - Town Point - 3391
UC - University College - 430
UV - University Village - 1074
VA - Visual and Commercial Arts - 411
WA - Wilson Annex - 462
WB - Wilson Building (Stillwell Theater) - 471
WH - Willingham Hall - 420

Continuing Education
KC - KSU Center - 3333

Special Events
Bailey Performance Center - 488
Bobbie Bailey Athletic Complex - 220
Classroom & Convocation - 590
Jolley Lodge - 1055
Legacy Gazebo - 410
Stillwell Theater - 471
Hitting and Pitching Building - 230
Zuckerman Museum of Art - 492

Visitor Information & Parking - 295

Administration
Technology Services - 1075
Chastain Pointe - 1200 - Bldgs 100, 200, 300
Kennesaw Hall - 585
Office Annex - 371
Public Safety - 351
Technology Annex - 361
Town Point - 3391

Campus Loop Road Houses
Alumni - 3207
ATONIS Center & GYSTC - 3201
Auxiliary Services & Programs - 3499
C.A.S.A. and Center for Elections - 3205
CEFL - 3211
Fox Family Enterprise Center - 3495
Distance Learning Center - 3203
House 51 - 3217
Music & Entertainment Business Program - 3209
Student Health Services Appointment Clinic - 3215
Student Health Services - 3213

Parking Decks
Central Parking Deck - 525
East Parking Deck - 305
North Parking Deck - 1085
West Parking Deck - 3550

Student Life
Bookstore - 395
Carmichael Student Center - 395
The Commons Dining Hall - 540
KSU Place Apartments - 1175
Owl's Nest - 3220
Stadium - 3200
Sport and Rec Park - 390
Student Athlete Success Services - 1150
Student Recreation & Wellness Center - 250
Austin Residence Complex - 125
University Village - 1074
This report contains information related to fire safety in campus housing at Kennesaw State University, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The KSU Department of Residence Life creates this report annually, relying on information provided by collaborative partners, including but not limited to the University Police and KSUF Housing Management LLC (referred to as KSU Housing, a private management company owned and operated under the KSU Foundation, independent from Kennesaw State University).

The KSU Department of Residence Life maintains the campus housing fire log and reports fire statistics annually in conjunction with the “KSU Annual Security and Fire Safety Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The KSU Annual Security and Fire Safety Report may be obtained from the KSU Department of Public Safety and University Police or online at http://www.kennesaw.edu/police/cleryactcompliance.html.

Fire Safety Systems in Residence Halls

All campus housing facilities to include KSU Place, University Place, University Village, University Village Suites and Special Interest Housing, have a full sprinkler system, smoke detectors, audible alarms and strobes, and fire extinguishers in each unit. All units also contain walls and doors with a minimum two hour fire rating. All housing facilities newly constructed since 2002 (University Place, University Village, and University Village Suites) have active fire monitoring. The fire monitoring company provides notification for every fire alarm to the following in this order: Cobb County dispatch, University Police, KSUF Housing Management LLC on call maintenance. The one campus housing community constructed prior to 2002 (KSU Place) currently has local alarms only, but does have all other fire safety systems consistent with all campus housing units.

All common use kitchens include automatic Guardian III wet chemical extinguisher units for range tops, and a thirty (30) minute timer with automatic cut off on all stoves (both oven and range elements). All common use kitchens contain card access secured doors with limited hours of operation, and digitally recorded cameras.

All systems are fully checked and maintained at least annually, and all systems are tested regularly, typically on a monthly basis. The fire safety systems at the University Village Suites (which houses all freshmen), are tested weekly.
Fire Drills

Mandatory supervised fire drills are conducted once each semester in the fall and spring semesters, within the first three weeks from the start of classes, and during the hours between 6 pm and 10 pm when the majority of students will be present. Fire drills were conducted on the following dates:

- August 27, 2013 (KSU Place & University Village)
- August 28, 2013 (Austin Residence Complex -formerly University Place- & University Village Suites)
- January 21, 2014 (University Village & KSU Place)
- January 22, 2014 (Austin Residence Complex -formerly University Place- & University Village Suites)

Fire Drills are coordinated by KSUF Housing Management LLC, by each private property manager for each designated campus housing community. The operations manager coordinates the details of the drill with the KSU Residence Life Area Coordinator for the designated community, the local fire department, the fire alarm company, and the University Police. Resident Assistants (RAs) assist with orderly and timely evacuation of the building, and directing students to the designated evacuation site. Students failing to vacate are subject to student conduct disciplinary action.

A post drill review is conducted with all staff present to discuss the success of the drill and additional necessary actions that may be required for future drills.

Policies on Portable Electrical Appliances, Smoking, and Open Flames in Campus Housing

All policies must be reviewed and acknowledged by each student upon registering online for campus housing. All university policies related to campus housing are located in the KSU Residence Life Handbook, distributed to each resident upon checking in, and available online at www.kennesaw.edu/residencelife. The full policies of KSUF Housing Management LLC are included in the online housing contract, and excerpts are included in the KSU Residence Life Handbook. KSUF Housing Management LLC documents are available online at www.ksuhousing.com.

KSU Residential Code of Conduct related policies include:

5. Smoking

Smoking and the use of tobacco products is prohibited inside all residential facilities. A resident may smoke on a private balcony (only available at University Place) if agreed upon by all residents of the apartment. Smoking is prohibited on all common area balconies and stairwells. Students may only smoke outside in designated smoking areas around the residential communities.
8. Fire Safety
Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reasons for eviction from the apartments and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc., may not be stored in a resident’s room or apartment. Items that require an open flame to operate or which produce heat (i.e., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in resident’s rooms. Residents must further agree to abide by the safety regulations as stipulated in the Housing Safety Regulations (located in this handbook).

KSUF Housing Management LLC related policies include:

Extension Cords and Multiple Plugs: An extension cord must be UL approved, 16 gauge, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

Flammable Items: Items such as fuel, etc., may not be stored in residents’ rooms or apartments.

Fire Lanes: Emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner’s risk and expense.

Fire Equipment: Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment constitutes a danger to the safety of the community. Tampering with, vandalizing, or misusing fire safety equipment is prohibited and constitutes reason for eviction and up to expulsion from KSU. Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

Irons: Ironing is permitted, but iron must always be used with ironing boards that have a fire resistant cover. Irons should never be plugged in when not in use, or left unattended. Irons with automatic cutoff mechanisms are encouraged.

Open Flames: Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, lighted candles, alcohol burners) are not allowed in the facilities. Unlit candles may be used for decorative purposes only.

Decorations: Decorative items such as fishnets, parachutes, and other items that are flammable are not permitted in residents’ rooms and are prohibited unless they have been fireproofed. Only UL approved lights may be used. Decorations: must comply with all fire and facility regulations; Due to fire/facility damage risk, live cut tree are not permitted.
Since all campus housing units at KSU include either a full kitchen or kitchenette, portable electronic appliances are allowed, as long as they comply with all other policies and are UL approved. Microwaves are provided in every unit.

**Procedures for Evacuation of Campus Housing In Case of a Fire**

All students receive an evacuation destination notice with safety tips from KSUF Housing Management LLC upon checking in to campus housing. Evacuation routes and destination maps are posted on the back of all unit doors in facilities with interior corridors (University Village and University Village Suites), which include the location of the nearest stairwell and exits, and instructions not to use the elevators.

Common area evacuation diagrams are posted throughout all campus housing facilities, within compliance of all applicable fire safety codes. All designated evaluation locations are at least 300 feet away from the specific campus housing facility.

Accessible units are noted with a window placard, and building schematics with the locations of all accessible units were provided by KSUF Housing Management LLC to the fire department and KSU Police. Persons with disabilities who are unable to evacuate on their own, should remain near the window in their unit and emergency personnel will evacuate them.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify KSU Police Emergency at ext. 6666 or dial 470-578-6666.

1. **Remain Calm**
2. **Do NOT use Elevators, Use the Stairs.**
3. **Assist the physically impaired.** If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform KSU Police or the responding Fire Dept. of the individual’s location.
4. **Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.**
5. **Make sure all personnel are out of the building.**
6. **Do not re-enter the building.**

Procedures to follow if smoke detector activation occurs in your room only: (No other alarms sounding throughout the building.)

1. If an activation occurs and fire, smoke and/or a burning odor is present:
   - Leave the room closing the door behind you.
   - Pull the Fire Alarm Pull Box located at the building exits.
   - Evacuate the building.
• Call 911 to report the fire, or possible fire. Be prepared to give location, name, and phone number if possible.

2. If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor.
   • Leave the room and close the door behind you.
   • Call 911 from a safe location to give report, and then meet the responding Fire Department in a safe location outside of your room. Note: the Fire Department responds to all fire alarms including single smoke detector activation in a room whether or not the building fire alarm system is activated.
   • If you subsequently discover evidence of fire, smoke and/or burning odor, follow steps outlined in step 1.

Emergency Evacuation
1. When exiting your room and the building:
   • If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (i.e. coat, shoes, etc).
   • If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
   • Evacuate the building. If you are unable to evacuate, call 911 and give your name, location and phone number.

2. Once safely outside the building:
   • Move away from building and immediately report to the designated assembly area to check in with residential life staff.
   • Stay clear of all emergency vehicles. Do not stand in roadway/walkway. Do not block emergency vehicles from getting through.
   • Do not re-enter the building until you are instructed to do so by an emergency responder or residential life staff.

Report any vandalized or disconnected smoke detectors to the Hall Director immediately.

Procedures Students and Employees should follow in Case of a Fire

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

• Sound the fire alarm by activating the nearest manual pull station.
• Move swiftly to the nearest emergency exit
• Call KSU Department of Public Safety and University Police at 470-578-6666 once in a safe place to report the emergency.
• DO NOT re-enter the building for any reason until given clearance by Public Safety or emergency responders on the scene.
Faculty and staff are provided education on fire safety and information on how to report a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. This information is located in the HRPP Employee Handbook, Policy #5.3.2.

Each Kennesaw State University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures. For questions about fire safety, contact the Office of Environmental Health and Safety at 470-578-3321.

Fire Safety Education and Training Programs

All KSUF Housing Management LLC staff members are trained according to the emergency management plans established by that company. All KSU Residence Life staff members are trained based upon standard university protocols for fire safety, with an additional training session on specific protocols for Resident Assistants (RAs), included below:

**RA Protocol for Fire/Sounding Alarm**

1. Every time a fire alarm sounds, exit the building – always assume there is a fire.
2. If a fire is confirmed and alarm is not sounding, activate the closest pull station.
3. Immediately notify KSU Police whenever fire alarm is sounding.
4. If confirmed fire, after calling KSU Police, call CRL on-call, who will contact KSUF Housing.
5. RAs should assist with crowd control and orderly evacuation of building (staff should exit with residents, banging on every apartment door and loudly stating “GET OUT,” or if confirmed fire, shout “FIRE-GET OUT”). RAs should NEVER put themselves in harms way.
6. Help keep residents at designated evacuation stations away from buildings. Do not re-enter a building until instructed to do so by KSU Police, Fire Department, CRL, or KSUF Housing Maintenance, typically after alarm and strobe lights have been reset.
7. Remain alert at all times, paying attention for any information about vandalism/false alarms. Camera footage is helpful, so help notice any suspicious activity around exits.

The RAs sponsor multiple fire safety education programs, particularly focusing on the start of each new term, to help educate the students. Special programs are designed for incoming freshmen each fall semester. Every student is required to attend a mandatory opening meeting held the night of check in to review all policies and procedures, including fire safety and evacuation procedures. Students who fail to attend the mandatory RA meeting must attend a personal session with a Coordinator.
One annual event in particular, the Dorm Burn, is hosted jointly between the Departments of Residence Life and Strategic, Security, and Safety. The event provides a live demonstration on how quickly a residence hall room may be engulfed in flames. Local police and fire departments serve as consultants for the annual event and work on site to ensure the safety of participants and planners. The event is featured each year in local media outlets.

While actual fire has not historically been a problem at KSU, fire alarms frequently sound as a result of burned items in microwaves, specifically popcorn. Special seminars on appropriate microwave usage are offered regularly. A new pilot program called FYRE (First Year Residential Experience) includes a track on campus and personal safety, with required sessions on fire safety and appropriate use of cooking facilities.

**Fire Incident Reporting**

All fires or fire safety concerns should immediately be reported to a University official (any faculty/staff member or Residence Life staff), the University Police at 470-578-6666 or to the local police by dialing 911. If a member of the KSU community finds evidence of a fire that has been extinguished, and the person is not sure whether University Police have already responded, the community member should immediately notify KSU Police to investigate and document the incident.

Information related to fire safety reporting for campus housing should be submitted to the Director of Residence Life at 470-578-4388 or reslife@kennesaw.edu.

**Plans for Future Improvements in Fire Safety**

No facility-related future improvements are currently planned. The FYRE program through KSU Residence Life continues to sponsor an annual residential orientation event for freshman now includes fire and cooking safety courses.

**Fire Statistics & Fire Log**

The KSU Department of Residence Life, located at 3805 Canton Place, Suite 3051, maintains the campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49. The Fire Log may be inspected during normal business hours, which are 8:30am-5pm Monday-Friday.
### Fire Statistics

#### 2011

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