2014 Annual Security & Fire Safety Report

Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act

Armstrong University Police Department
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Savannah, GA 31419

http://www.armstrong.edu/Departments/police/police_welcome

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Armstrong State University is a large and complex institution with a student body of over 7,000 and thousands of visitors each year. The Armstrong State Police Department has primary responsibility for services on the main academic campus in Savannah and at Armstrong State University Liberty Center in Hinesville.

The Armstrong State Police Department and its members take the issue of campus safety and security seriously. Although the department is composed of dedicated and committed employees, maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. Safety is a shared responsibility that involves members of the community and department working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community. This report provides information about safety and security programs and services at Armstrong State University. Accompanying this information are crime statistics on incidents that have occurred within the area as defined by *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“Clery Act”), which includes the Armstrong State University Campuses and those crime statistics received from municipal police for the public areas immediately adjacent to the campuses. In addition to these numbers, we include crime statistics for properties owned or controlled by Armstrong State University.

We hope you will find this report valuable. Please review this information carefully and, in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

If you have any questions or suggestions about safety/security or law enforcement at Armstrong State University, please feel free to telephone us at (912) 344-3333 or by sending an email to Police@armstrong.edu

**Armstrong Police Mission Statement**

The mission of the Armstrong Police Department is to provide for the support of the University Mission in 100% of everything we do. In doing so, we will adhere to the following values:

- 100% accomplished on time
- 100% accomplished correctly
- 100% accomplished professionally
- 100% ownership
- 100% accountability

Wayne R. Willcox, MSCJ, CLEE
Chief of Police/Director-Cyber Security Research Institute
Overview of the Armstrong Police Department

The Armstrong Police Department provides law enforcement and risk management services to Armstrong State University on a 24 hour basis.

The Department is comprised of state certified police officers, communications officers, and civilian support staff. Armstrong State Armstrong Police officers are commissioned under the authority of the Official Code of Georgia Annotated. Police officers have full police authority granted to state law enforcement officer, including the authority to make arrests. Police jurisdiction includes property owned by, or under the control of Armstrong State University, which includes adjacent public streets and sidewalks and on the campuses of all University System of Georgia schools. The Armstrong Police Officers are also sworn Chatham County Sheriff Deputies with jurisdiction throughout Chatham County.

The Department maintains mutual aid contracts with The Savannah-Chatham, Metropolitan Police and the Georgia Bureau of Investigation to provide supplemental law enforcement and emergency response if needed.

The Department also provides Student Parking Services patrollers for the Armstrong State community who work closely with our police officers in constantly patrolling university properties and assisting employees and visitors in accessing university facilities.

The Department also maintains a fully staffed Emergency Communications Dispatch Center. Our agency has sophisticated communications systems to provide for instant communication between local and state agencies in times of emergency.

ARMSTRONG POLICE CYBER FORENSICS DIVISION

The Department is also home to the award winning Cyber Forensics Division. The Armstrong Police have been awarded the 2013 Georgia Governor’s Public Safety Award and the 2014 Dr. Curtis E. McClung/Motorola Award of Excellence for the contributions to digital forensics in the State of Georgia. The Cyber Forensics Division operates the largest Cyber-Forensics Labs in the State of Georgia. The Department has four (4) certified Cyber-Forensics Technicians, seven (7) Technicians in training and state of the art equipment for the forensics evaluation of digital media. The Cyber Forensics Division is under the supervision of a Police Lieutenant who is an attorney and admitted to the Georgia Bar. This level of legal supervision for the Cyber Forensics operation is unique to Armstrong.
In January 2012, the Armstrong Police partnered with the Criminal Justice Department to offer the first practical digital forensics internship for criminal justice students in the State of Georgia. Under supervision of the Armstrong Police Cyber Forensics Technicians, the student interns work 20 hours a week throughout the semester learning how to preserve, identify, and analyze digital evidence. The students use state of the art digital forensics equipment and software in the Cyber Forensics Lab. The students network with investigators from federal, state, and local criminal justice agencies and process digital media based upon actual criminal cases. At the end of the internship, the students may choose to take the nationally recognized AccessData Certified Examiner test. This internship is unique to Armstrong.

The Cyber forensic Division is actively involved in reaching out to the community and preparing the next generation of examiners. Several times a year, CFD technicians travel to local middle and high schools to give hands on digital forensics lessons to students in the surrounding area.

The Armstrong Police Department is a community focused organization, dedicated to fostering positive interactions between officers, the Armstrong community, and the southeast region. Officers nurture community relations with a series of classes and events that emphasize crime prevention and safety. The following classes and events are always free of charge.

Cooking with Cops is the department’s inaugural community service project. This program involves the Armstrong Police Department conducting fire extinguisher usage training as well as locations of extinguishers for students, faculty and staff, and the local communities. By using the Bullex Digital Fire Extinguisher Training System, the APD can provide instruction on the proper use of a fire extinguisher without the expense and mess of the traditional way of using actual extinguishers and a live fire. After the presentation and hands-on portions of the class, cookies made by actual APD officers are given to the participants. This class is a pre-requisite for Windward Commons residents wishing to gain access to the community kitchen.

The LEARN (Law Enforcement at Armstrong Resource Network) program was created to bring a networking opportunity to students interested in criminal justice. Programs include Cops and Clues, field trips to local prisons and the Georgia Ports Authority, and seminars on identity theft and credit card fraud. Other classes are currently being developed.

Cops and Clues is the staple class produced from the LEARN (Law Enforcement at Armstrong Resource Network) program. This program allows interested students to partake in the solving of a crime. They are presented with a crime scene, given clues, and must navigate through campus to solve the crime. The importance of observation and note taking are emphasized in this program.

It became apparent early that college aged students were not familiar with basic vehicle
Maintenance so **Cops and Car Care** was created. This program aids students in their understanding of basic vehicle maintenance such as checking their oil and tire pressure. The class also discusses roadway safety in the event of vehicle trouble, such as running out of gas at night.

**Cops and Critters** is a drop-in event that is designed to educate students, staff, and faculty about the local wildlife. Participants have an opportunity to interact with a live alligator, view poisonous spiders and snakes that call Georgia their home, and spend time with endangered species indigenous to our area.

**Cops and Conversation** is an informal event where officers are stationed around campus to answer any questions the students may have. Many of the questions involve topics such as classes offered, parking issues, and other general safety questions. This class aids in the rapport between the students and the officers of their police department. Snacks are provided.

**Cops and Canines** It has been clinically proven that through petting, touching, and talking with animals lowers blood pressure, relieves stress, and eases depression. With this in mind, the Armstrong Police Department has partnered with Therapy Dogs International to bring therapy dogs onto campus during the spring and fall finals week to help students, faculty, and staff to cope with this stressful time. This program allows the Armstrong community to visit with therapy animals, and take a few moments to relax from the stress of finals.

**Cops and Self Defense** involves two separate programs: Rape Aggression Defense (RAD) and the Defense and Tactical Education (DATE) classes. RAD is a nationally recognized self-defense program for women that range between nine and twelve hours in length. After lecture style instructions and physical demonstrations, the participants partake in hands-on training, capped by defending themselves from an attacker. DATE is a 2-3 hour course that teaches basic blocks and strikes and is also used as a recruiting class for the RAD class. Armstrong Police Department has four nationally certified RAD instructors and seven DATE instructors.

**Cops and Computers** is a service that is provided to the student population free of charge that offers the opportunity for students who are having issues with their personal computer or laptop to bring the device to the department to be examined and possibly corrected. The service is offered on Fridays each week.

**Child Car Seat Technicians** The Armstrong Police Department has eight officers who are certified by Safe Kids Worldwide as child car seat safety technicians. Our technicians are available to inspect the installation of child restraint seats as well as educate parents and other the caregivers on proper installation. This service is provided free of charge. Free monthly checks are also scheduled throughout Savannah and Chatham County.

These and other classes are taught throughout the academic year, normally multiple times within a semester. They are not only taught to the Armstrong family, but also to the local communities such as Hinesville and organizations such as Safe Shelter of
Savannah and the YMCA of Georgia. The classes are taught free of charge and there is no charge for participation in our events.

Please visit the department's web site at http://www.armstrong.edu/police/. This site includes detailed information about our services, along with a telephone and email directory of key department personnel.
ARMSTRONG STATE UNIVERSITY THE CLERY ACT AND CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990. It is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall in 1986. This law requires us and all Institutional officials with significant responsibility for campus and student affairs to publicly disclose three years of campus crime statistics.

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains the three previous years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
- Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and disclose any agreements with state and/or local law enforcement.

This publication has been developed by the Armstrong State Police Department in compliance with the Crime Awareness and Campus Security Act and the Jeanne Clery Act. It is intended to make you aware of the safety and security policies which have been instituted, at Armstrong State University to provide a safe, academic environment.
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Crime Statistics for Surrounding Cities

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Statistics for discipline actions were provided by The Department of Student Affairs.

Statistics for Hinesville were provided by the Hinesville Police.

Statistics for Savannah Chatham County Metropolitan Police Department provided by the Savannah Chatham County Metro Police website at http://scmpd.org/annual-crime-report/

INSTITUTIONAL POLICY STATEMENT ON REPORTING CRIMES OR OTHER EMERGENCIES AND RESPONSE TO THESE REPORTS.

All crimes or other emergencies occurring on the Armstrong State University campus are reported to the Armstrong State Police Department. The Armstrong State University policies and procedures designate the Armstrong Police Department as the law enforcement unit for the institution. Members of the community are encouraged to report crimes directly to the Armstrong Police Department. However, individuals may also report crimes to other University Officials, who will then report the information received to the Armstrong Police Department. Campus personnel are informed of this procedure through new employee/student orientation as well as through this publication and other police outreach initiatives.

Members of the community may report crimes by visiting the Police Department or by calling one of the following numbers:

- **EMERGENCY 344-3333**
- Other local police agencies can be reached by calling 911.
Emergency blue light phones are available throughout the campus. These phones have a direct link to the Police Department. Closed circuit TV cameras are located throughout the campus. These cameras are recorded and monitored at the Armstrong Police Department.

Written reports are made and followed up by the appropriate personnel in the Armstrong Police Department. Armstrong State Police Officers investigate complaints filed by community members and pursue investigations to their reasonable conclusion. Officers may conduct follow-up investigations, with support from local, state, or federal law enforcement agencies when necessary.

The interests of the victim are always our primary concern. The Armstrong State University Police recognize the importance of confidentiality and of protecting the identity of a victim in the course of a successful investigation. The victim's preferences greatly influence the way a case is processed.

The University has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether it is of a criminal nature or not. In addition to pursuing cases through the courts, the university uses an internal Office of Judicial Affairs to decide on specific issues unique to university life.

If a member of the Armstrong State University community is alleged to have been involved in criminal conduct, appropriate University Officials will be notified when necessary and where the law permits.

**INSTITUTIONAL POLICY STATEMENT ON CONFIDENTIAL REPORTING**

Victims and witnesses may report crime on a voluntary, confidential basis when concerns necessitate keeping their identities undisclosed. In these situations anonymous reporting can be made to Campus Crime Stoppers by use of the ANONYMOUS TIP LINE, 234-2020, or through contact with the University Counseling Center, 344-2529.

Victims who report to a counseling professional within the Counseling Center are protected by confidentiality laws and may report without fear of disclosure. It is the internal policy of the Counseling Center to advise victims of their reporting procedures and what options victims or witnesses have in regard to their particular situations.

**INSTITUTIONAL POLICY STATEMENT ON CAMPUS LAW ENFORCEMENT AND THE ENCOURAGEMENT OF ACCURATE AND PROMPT REPORTING OF ALL CRIMES.**

The Armstrong State Police Department is a full service law enforcement agency. Police officers have statutory police authority as outlined in Georgia Code § 20-3-72 and in accordance with the Georgia Peace Officers Standards and Training Council. Police officers have police authority on all university property under the direct control of the Board of Regents and property
within a radius of 500 yards beyond. The officers are trained at a regional police academy and receive additional in-service training in first aid, firearms, drug identification, legal issues, and other law enforcement topics. Officers are responsible for a full range of police services including investigation of all crimes reported, fire and medical emergencies, traffic accidents, the enforcement of laws including drug and liquor law violations, and all other incidents requiring police service. The Armstrong Police have a Cyber Forensics Investigation Division that maintains a fully functional digital forensics lab. This is the only digital forensics lab with 24 hour capability in the State of Georgia.

The Armstrong Police enjoy strong professional relationships with local, state and federal law enforcement agencies. Cooperative programs and information exchanges are ongoing priorities. Through this relationship, the Armstrong State Police relay information to the University community on crimes that may pose a threat to students or employees.

Operational and technical support is mutually provided whenever necessary. Members of the community are encouraged to report crimes, promptly and accurately, through crime prevention material as well as through new employee/student orientation.

DESCRIPTIONS OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES.

This is handled by all of the Police Officers. During new semester Navigate and orientation sessions, students and family members are informed of the various services provided by the Armstrong Police Department. These presentations outline ways to maintain personal safety and residence halls security. Students are also told about incidents of crime on campus and in surrounding neighborhoods. Similar information is presented to new employees at orientation.

The Department meets with various University officials on a periodic basis to discuss crime prevention topics, campus security procedures and practices, and then designs presentations and flyers to inform the University community. Electronic mail, interoffice memos and the University newspaper are also used to inform the University Community of security procedures and practices.

Awareness and crime prevention programs strongly encourage students and employees to be aware of their responsibility for their own security and others.

PROGRAMS FOR CRIME PREVENTION

During new semester orientation, students are provided information concerning Armstrong Police and the various programs that the Department offers. An officer from the police department makes presentations during orientation and is available at the end of the sessions for questions. A similar presentation is done at employee orientation sessions.

Periodically and upon request, the Department presents seminars on sexual assault, theft, drug and alcohol abuse, and personal safety. In addition to these seminars, information is disseminated through electronic mail, flyers, displays, videos, and articles in the University and Student newspapers.
STATISTICS DETAILING THE OCCURRENCE OF MURDER, SEX OFFENSES (FORCIBLE AND NON FORCIBLE), ROBBERY, AGGRAVATED ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, AND ARSON.

The Armstrong Police Department keeps statistical information on these crimes as well as any other misdemeanors, felonies and traffic violations in the Records Section. These statistics are reported to the Georgia Bureau of Investigations. Further, the Armstrong Police Department complies with sending Uniform Crime Reports (UCR) to the Federal Bureau of Investigation. Statistics are distributed on campus in the form of a "Crime Report" which is available in a daily log and in an annual overview. Crime statistics and timely notices are published in The Inkwell.

INSTITUTIONAL POLICY STATEMENT ON THE MONITORING OF CRIMES AT OFF-CAMPUS STUDENT ORGANIZATIONS.

Any monitoring of crime off-campus is done by the agency of jurisdiction where the crime took place; however, The Armstrong Police are usually advised by the local agencies in question of the crime and offer any assistance available. Further, the Armstrong Police Department is in daily contact with the Savannah Chatham Metro Police via radio, and daily bulletins of crimes within their jurisdiction.

STATISTICS ON ARRESTS FOR VIOLATIONS OF LIQUOR OR DRUG ABUSE AS WELL AS WEAPONS VIOLATIONS.

The Armstrong Police Department keeps statistical information on these crimes in the Records Section. They are published in the University newspapers, and the Police Web site.

INSTITUTIONAL POLICY STATEMENT ON THE MONITORING OF ALCOHOL AND DRUG ABUSE.

Armstrong State University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of the community. In keeping with these objectives, the University has established policy and guidelines governing the possession and consumption of alcoholic beverages on the University campus, which conform to the laws of Georgia. Underage possession of alcoholic beverages is not permitted on property owned or controlled by the University. No person will be in an intoxicated state, or conduct themselves in a boisterous, rowdy or indecent manner, or use vulgar, profane, lewd or unbecoming language. The conspicuous or flagrant possession of any alcoholic beverage is prohibited. Armstrong State University also encourages a drug-free campus community and comply with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. All violations of state and federal laws are subject to criminal prosecution and/or student judicial proceedings.

DESCRIPTION OF ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS.

The Police Department offers several programs on alcohol and drug abuse on an annual basis and any time it is requested. They may be contacted at (912) 344-3333.

The Counseling Center also offers various programs on alcohol and drug abuse. These programs are provided on an annual basis and any time they are requested. They may be contacted (912) 344-2529.

The Departments of Police, Counseling Center, Judicial Affairs Office, and Human Resources work closely together to assist members of the University community in continuous educational programs on alcohol and drug abuse.
INSTITUTIONAL POLICY STATEMENT ON CAMPUS SEXUAL ASSAULT PROGRAMS AIMED AT PREVENTION OF SEXUAL OFFENSES AND ON PROCEDURES FOLLOWED ONCE A SEXUAL OFFENSE HAS OCCURRED.

Members of the University community wishing information on campus sexual assault may contact the Police Department for material. The Department offers courses on personal safety, date rape, and Rape Aggression Defense (RAD) training. These programs are offered every semester and are free of charge. Police also provide a 24-hour a day safety escort service for all university members, upon request.

Armstrong State University encourages any victim of sexual assault to report to the Armstrong Police. The police will assist in obtaining emergency medical care and crisis counseling, and in securing important evidence of the assault. The Armstrong Police are available for consultation regarding these procedures whether or not a victim wishes to proceed with any type of adjudication.

Victims may be reluctant to report to the Armstrong Police are strongly encouraged to report the incident to the Student Affairs Office. The Student Affairs Office can answer questions about university resources and procedures available to the victims. A report, whether informally to the Student Affairs Office or formally to the Armstrong Police, does not commit the victim to a specific course of action or any course of action.

The Student Affairs Office will inform victims of their options both within the University System, and in the criminal court system of the State of Georgia. The Student Affairs Office will also assist the victim in notifying the proper law enforcement authorities, including on-campus and local police; assist in obtaining counseling services, both on and off campus, assist in medical services, both on and off campus; and advise students of options available in changing academic and living situations.

Should a student victim choose to utilize the University's Student Disciplinary System or another university process in cases involving complaints against another student, the options may include, but are not limited to, the following: a consequence imposed by the Student Affairs Office following an admission by the accused of wrongdoing; a resolution negotiated between the complainant and the accused; or a judicial disciplinary hearing. Hearings are heard by an ad hoc disciplinary panel convened by the Student Affairs Office. The complainant and the accused student will have the procedural guarantees available under the university's guidelines, including the opportunity to have others present and to be informed of the outcome of the hearing. Possible sanctions for sexual assault include suspension or expulsion from the University.

TITLE IX

Consistent with Title IX of the Education Amendments of 1972, Armstrong State University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the University.
STUDENT SEXUAL MISCONDUCT POLICY

Members of the Armstrong State University community, guests, and visitors have the right to be free from sexual violence and discrimination. All members of the Armstrong community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Armstrong’s Student Sexual Misconduct Policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated.

This policy has dual purposes. It serves as: 1) as a preventive guide for students on Armstrong’s expectations for sexual communication and interactions, responsibility, and respect; and 2) a measure to determine, after-the-fact, if behaviors trespassed on community values. Armstrong maintains a policy of zero tolerance for sexual misconduct, meaning Armstrong will address all unwelcome conduct of a sexual nature, regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Resolution is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the victim and the community.

While the policy is detailed and specific, the expectations of the Armstrong community can be summarized in this simple statement: Consent is clear sexual permission that can only be given by one of legal age without coercion or incapacitation. In addition:

1. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Clarification of a partner’s explicit consent is recommended.
2. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity.
3. Individuals who consent to sex must be able to fully understand what they are doing. For example, alcohol or other drugs may impair a person’s ability to give valid consent if the person cannot comprehend the who, what, where, when, why, or how of a sexual interaction. Consumption of alcohol, in and of itself, does not relieve an individual initiating sexual activity of the responsibility to obtain ongoing consent.
4. Silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.
5. In addition, persons under the age of 16 and persons who have a physical and/or mental impairment and/or are unable to communicate are unable to give consent.

Capacity, the ability to make rational, reasonable, conscious decisions, is a requirement of consent. Indications of consent are irrelevant if the person is incapacitated, i.e. highly intoxicated, passed out, or asleep. Consumption of alcohol, in and of itself, does not relieve a person of the responsibility to obtain ongoing consent.

Coercion is defined in this policy as unreasonablypressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

VIOLATIONS OF THE ARMSTRONG STUDENT SEXUAL MISCONDUCT POLICY

Armstrong encourages the reporting of all sexual misconduct to the Title IX Coordinator, Associate Director of Athletics, Dean of Students, Assistant Dean of Student Integrity, or other university official. Sexual misconduct is a serious offense, and such violations are subject to any combination of conduct sanctions as described in the Code of Conduct (section VII. C and D), up to and including suspension or expulsion. Suspensions, if given, may be based on satisfying conditions rather than solely on a period of time. Other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion may be applied, depending on the nature of the misconduct. A partial list of Armstrong sexual misconduct policy violations is listed below.
1. **Sexual Harassment** is defined as unwelcome conduct of a sexual nature. Armstrong will promptly and effectively remedy all instances of reported sexual harassment by providing resources to the alleged victim and addressing the effects on the alleged victim and the community. To warrant the imposition of disciplinary measures on a harasser, sexual harassment must meet the definition of hostile environment, quid pro quo or retaliation defined immediately below:

   a. **Hostile Environment** includes situations where harassment is sufficiently severe, pervasive or persistent, and/or offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from Armstrong’s educational or employment programs or activities. The determination of whether an environment is “hostile” is based on the circumstances. These circumstances could include, but are not limited to:

      i. The frequency of the speech or conduct;
      ii. The nature and severity of the speech or conduct;
      iii. Whether the conduct was physically threatening;
      iv. Whether the speech or conduct was humiliating;
      v. The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
      vi. Whether the speech or conduct was directed at more than one person;
      vii. Whether the speech or conduct arose in the context of other discriminatory conduct;
      viii. Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
      ix. Whether a statement is a mere utterance of an epithet, which engenders offense in an employee or a student or offends by mere discourtesy or rudeness.

   b. **Quid Pro Quo Sexual Harassment** exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in (or is threatened to result in) educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

   c. **Retaliation** exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person’s actual, perceived, or potential participation in an investigation of discrimination or sexual misconduct, or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. Armstrong will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

2. **Nonconsensual Sexual Intercourse** (or attempts to commit the same):
   - Any sexual intercourse (anal, oral or vaginal),
   - however slight,
   - with any object,
   - by a person upon another person,
   - without consent and/or by physical force

3. **Nonconsensual Sexual Contact** (or attempts to commit the same):
   - Any intentional sexual touching,
   - however slight,
   - with any object,
   - by person upon another person,
   - without consent and/or by physical force
4. **Sexual Exploitation**: Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Non-consensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
- Engaging in voyeurism (Peeping Tommery);
- Prostituting another student; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

**CONFIDENTIALITY AND REPORTING SEXUAL MISCONDUCT**

Armstrong officials, depending on their roles at Armstrong, have varying reporting responsibilities and abilities to maintain confidentiality. Some individuals may have the professional roles that require confidentiality, and can offer support, options, and guidance without any obligation to inform the university or an outside agency unless the alleged victim requests information be shared. Other individuals and offices are available for students to report crimes and policy violations, and these officials will take action when violations are reported.

Students are encouraged to seek a trusted individual or office for support and assistance. Unless the trusted individual serves as an on-campus counselor or health service provider, he or she may be able to support and assist the student while also being required to report the assault to the Title IX coordinator.

There are three reporting options at Armstrong:

**Confidential Reporting**: To keep details of an incident confidential, students may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, and/or clergy/chaplains who will maintain confidentiality. Campus counselors are available to assist confidentially and free of charge. Counselors may be seen on an emergency basis during normal business hours.

Counseling Center  
(912) 344-2529  
Student Affairs Complex at Compass Point  
7000 Building Compass Point

Student Health Center  
(912) 961-5726  
Student Affairs Complex at Compass Point  
7000 Building Compass Point

**Formal Reporting Options**: Students are encouraged to speak to Armstrong officials, such as the Title IX Coordinator, Dean of Students, Assistant Dean of Student Integrity and/or the Associate Athletic Director to make formal reports of incidents of sexual misconduct. Students have the right, and can expect, to have incidents of sexual misconduct taken seriously by Armstrong when formally reported, and to have those incidents investigated and properly addressed resolved through administrative procedures. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with knowledge of the case will be kept as tight as possible to preserve the student’s rights and privacy.

Title IX Coordinator
Informal: An alleged victim may elect to pursue an informal resolution to a sexual misconduct complaint. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include, but are not limited to, mediation of the complaint conducted by the Office of Student Integrity in appropriate cases. Informal mediation will never be used in cases involving allegations of sexual assault.

Both the alleged victim and the alleged accused must agree to engage in informal mediation. Either party can end the informal process at any time, for any reason, and begin the process to pursue a formal resolution. The Office of Student Integrity, in conjunction with the Title IX Coordinator, has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

INVESTIGATION PROCESS

Armstrong will conduct a thorough and confidential investigation of all complaints of sexual misconduct.

Hearing Options
For all cases of sexual misconduct the student has the right to have the offense handled administratively by the Assistant Dean of Student Integrity or by an individual formal hearing officer.

Rights as an Alleged Victim and Alleged Accused of Sexual Misconduct
Both students are afforded the rights outlined in the Code of Conduct, Section VII.C as well as:

1. Have the right for a person of his/her choice accompany him/her throughout the student conduct process.
2. Submit a personal impact statement prior to any penalty being imposed.
3. Have past sexual conduct prohibited as evidence.
4. Be present for the entirety of the hearing.
5. Be informed simultaneously, in writing, of the outcome of the disciplinary proceeding, appeal procedures, any change to the result before it becomes final, and when the result becomes final.
6. May appeal the decision.

Appeal Process
Both the alleged accused and alleged victim may appeal the decision per the appeal procedures, Code of Conduct, Section IX. Notwithstanding any other provision, Section VII.C.3

FEDERAL TIMELY WARNING OBLIGATIONS
Victims of sexual misconduct should be aware that Armstrong administrators must issue timely warnings for incidents reported to the university that pose a substantial threat of bodily harm or danger to members of the campus community. If a warning is issued, Armstrong officials will ensure that a victim’s name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential threat.

ROLE OF THE TITLE IX COORDINATOR
The Title IX Coordinator oversees monitoring of university policy in relation to Title IX law developments and grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; coordination and/or investigations of complaints received pursuant to Title IX; ensure of a fair and neutral process for all parties; and monitor of all other aspects of the University’s Title IX compliance.

TRAINING
The Office of Equity, Diversity and Inclusion offers Title IX training to all faculty and staff on a yearly basis. The Board of Regents mandates annual sexual harassment training for all employees. Educational programs covering sexual misconduct, campus and community resources, and bystander intervention is required of all incoming first-year students.

INFORMATION SUPPLEMENTING THE ARMSTRONG STUDENT SEXUAL MISCONDUCT POLICY
In addition to the information provided in the Armstrong Student Sexual Misconduct Policy, students should know that rape is a crime that can be reported to civil authorities. University Police can be contacted at (912) 344-3333 to report a crime. University officials, such as a staff member in Student Affairs, may serve in a support role for students who choose to report a sexual assault.

Rape is often thought of as a violent attack on a woman by a stranger who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. Both men and women can be victims. Non-consensual intercourse by a person one knows is often referred to as date rape or acquaintance rape, both of which are as serious an offense as
stranger rape. Armstrong students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger.

### On Campus Resources for Victims of Sexual Harassment and Assault

- Assistant Dean of Student Integrity: (912) 344-3300
- Associate Director of Athletic Services: (912) 344-3368
- Counseling Center Services: (912) 344-2529
- Dean of Students: (912) 344-2514
- Student Health Center: (912) 961-5726
- Housing & Residence Life: (912) 344-2940
- Title IX Coordinator: (912) 344-2669
- University Police: (912) 344-3333

### Off Campus Resources for Victims of Sexual Harassment and Assault

- Rape Crises Center: http://www.rccsav.org (912) 233-7273
- Chatham County Police: 911
- SAFE Shelter: (912) 629-8888
- Domestic Violence Assistance, Chatham County: [http://districtattorney.chathamcounty.org/Special-Prosecution-Units/Domestic-Violence-Assistance](http://districtattorney.chathamcounty.org/Special-Prosecution-Units/Domestic-Violence-Assistance)

### Prevention and Education for Sexual Misconduct On-Campus

Armstrong offers a number of programs and services to raise awareness of sexual misconduct, campus and community resources and bystander interventions. Offices and student organizations across campus offer the following programs:

- Bystander Intervention Workshops
- Clothesline Project
- Counseling Center Services
- Haven Online Module
- Student Health Center
- Rape Aggression Defense Training (RAD)
- Speakers/Presentations
- Take Back the Night

### FREQUENTLY ASKED QUESTIONS

The following are some of the most commonly asked questions regarding Armstrong’s student sexual conduct policy and procedures.

**Does a complaint remain confidential?**

Reports made to counselors and health service providers will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with Armstrong’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.
In all complaints of sexual misconduct, the accusing party will be informed of the outcome. Certain Armstrong administrators may be informed privately (e.g., the President of the Armstrong, Assistant Dean of Student Integrity, Dean of Students, Title IX Coordinator, etc.) of the outcome and any change to a student’s status, as necessary. Armstrong must statistically report the occurrence on campus of any of seven major violent crimes, including certain sex offenses, and hate crimes in an annual Clery report of campus crime statistics. This statistical report does not include personally identifiable information.

**Will my parents/guardians be told?**

No, not unless you tell them. Whether you are the accusing party or the responding party, Armstrong’s primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. Armstrong officials may directly inform parents when requested to do so by a student, in a life-threatening situation, if the student is a minor, or if contacted by a parent of a student who has signed the FERPA waiver which allows such communication.

**Will I have to confront the alleged accused?**

If you file a formal complaint, the alleged accused will be provided information about the complaint, but you will not have to confront the accused directly. Sexual misconduct is a serious offense and the responding party has the right to question the accuser; however, Armstrong does provide options for allowing questioning without direct contact, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

**Do I have to name the alleged accused?**

Yes, if you want formal conduct action to be taken against the alleged accused. No, if you choose to respond informally and do not file a formal complaint.

**What should I do if I am accused of sexual misconduct?**

First, do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor during the process; anyone – faculty, staff, student, family member, friend – may serve as your advisor. You may also contact the Dean of Students, who can explain Armstrong’s procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.

**What should I do about legal advice?**

Both the alleged accused and the victim may also use an attorney as their advisor during the campus’ investigative and hearing processes.

**How can Armstrong help to remedy the effects of discrimination?**

You may request a room change for yourself or the responding party. These requests will be considered emergencies where warranted by the facts. Armstrong's policy stipulates that a student will be moved to the first suitable room space in an emergency situation. Room suitability and location will be determined on a case by case basis in the best interest of the student. A student may be responsible for the cost difference between the two room assignments.

Other accommodations available to you might include:

1. Assistance from Armstrong support staff in completing the relocation;
2. Exam, paper or assignment rescheduling;
3. Taking an incomplete in a class;
4. Transferring class sections;
5. Temporary withdrawal; and/or
6. Alternative course completion options;
7. A no-contact order;
8. Counseling assistance;
9. Escorts or other campus safety protections.

What should I do to preserve evidence of a sexual assault?

Physical information of a sexual assault must be collected within 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault and want to report an assault, you should go to a hospital emergency room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. The local rape crisis center may provide an advocate to accompany you and talk with you about options and resources. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and this individual can accompany you through the exam if you choose. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

Will either party’s prior use of drugs and/or alcohol be considered when reporting sexual misconduct?

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?

No. Armstrong offers amnesty in such situations. The seriousness of sexual misconduct is a major concern, and Armstrong does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

What should I do if I am uncertain about what happened?

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of Armstrong’s student sexual misconduct policy, you should contact the Title IX Coordinator and/or Dean of Students at Armstrong who can help you to define and clarify the event(s), and advise you of your options.

What should I do if an Armstrong employee is harassing me?

If you have experienced sexual harassment by an Armstrong employee, you should contact the Title IX Coordinator.

Risk Reduction Tips
Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim’s fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far.
2. Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, body language, and eye contact.
8. Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow politeness to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings or instincts. If a situation does not feel comfortable to you, or if you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Do not make assumptions about:
   a. Consent;
   b. Someone’s sexual availability;
   c. Whether a person is attracted to you;
   d. How far you can go; or
   e. Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.

4. Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.

5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.

6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

7. On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

8. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.
TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES CONSIDERED TO BE A THREAT TO OTHER STUDENTS.

This function is handled by the Police Department. A Police bulletin is usually issued the same day of the incident or as soon as possible thereafter. The bulletins are sent to employees and students via E-mail and bulletins are posted on bulletin boards throughout the campus and in residence halls. The incident is also reported in the University newspapers and on the Armstrong Police web page. The local newspaper also prints a daily crime report.

EMERGENCY RESPONSE PLAN

The University maintains and updates annually, an Emergency Management Plan. The plan documents the framework, processes and communications required for a successful response to, and recovery from an emergency incident.

Police and University employees have received training in Incident Command and responding to critical incidents on campus.

General information about the emergency response plan is available on the Police Department website.

EMERGENCY NOTIFICATION SYSTEMS

Armstrong has several communications systems available to notify community members and visitors in the event of a significant or dangerous situation on campus. Armstrong will initiate these systems without delay when first responders confirm a significant or dangerous emergency. The BLAST Emergency Notification System includes notification options such as e-mail, text messaging, telephone notification, monitor updates, RSS feeds, and social media updates.

The system is internally tested weekly and campus wide each semester. Additional information concerning this system can be found on the police website.

EVACUATION PROCEDURES

Armstrong regularly conducts fire drills requiring evacuation in the residence halls. The drills are not announced, but are coordinated with housing staff and local fire department crews. The drills are used to familiarize community members to audible and visible signals and exit routes available in the event of a fire. The drills also serve to evaluate the performance of the students and staff in a fire emergency situation.

DAILY CRIME AND FIRE LOGS

Daily logs must be open to public inspection within two business days of report except where prohibited by law or disclosure jeopardizes victim's confidentiality. Logs are available on the police web site or may be requested at the Armstrong State University Department of Police.
www.armstrong.edu/Departments/police/police_daily_log

CRIME STATISTICS DISCLOSED IN AN ANNUAL REPORT

It is important to note that some victims prefer not to report incidents of crime to the Police, but to confide in various confidential sources. Reasonable attempts have been made to identify all reported crimes and to present the statistics in this report as well as offenses known by or reported to the Armstrong State Police Department.
Information is disseminated in the form of a crime report, which is distributed each semester, as well as by an annual report. It is also available in the University newspaper, (The Inkwell and the Armstrong Police web page).

The Savannah Chatham Metro Police Department and the Hinesville Police Department furnish the Armstrong State Police Department with their annual statistics for the surrounding area on an annual basis.

This report is published in an annual crime report for the university community and is also available on the Armstrong State Police web page.

www.armstrong.edu/Departments/police/police_crime_statistics

LOCATION OF OCCURRENCE

The location of occurrence for reported crimes are briefly defined as follows:

- On Campus: any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but are controlled by another person,
- Is frequently used by students and supports institutional purposes.
- Student Residences: a subset of "on campus" crimes, which includes only those crimes that were reported to have occurred in residence halls or other residential facilities, for students, on campus.

Compliance with the definition of "Campus Security Authority" [34 CFR 668.47(f)] and for purposes of statistical crime reporting, campus staff with significant counseling responsibilities are polled to determine if crimes may have been reported to them and not to the Campus Police Department. The results of these surveys are included in this report.

OFF-CAMPUS STATISTICS

In compliance with the definition of "Campus Security Authority" [34 CFR 668.47(f)] and for purposes of statistical crime reporting, campus staff with significant counseling responsibilities are polled to determine if crimes may have been reported to them and not to the Campus Police Department. The results of these surveys are included in this report.

FIRE SAFETY REPORT

The Campus Fire Safety Act serves to increase fire safety awareness across the nation and provide students and their families with the fire safety records of colleges and universities. The fire safety statistics for campus residences and building evacuation procedures can be accessed on the police web site.

FIRE SECURITY

The apartments, bedrooms, and common areas are equipped with protection systems including fire alarms and fire sprinklers.

Armstrong performs random fire drills in the residence halls and apartment communities throughout the year. Make sure you evacuate the building whenever you hear the alarm sound.

Evacuation points for the residential communities are as follow:
• Compass Point 1000, 2000, 5000, 6000: Compass Point Clubhouse Area or by Volleyball Net
• Compass Point 3000, 4000, 7000, 8000: Compass Point Clubhouse Area or by Gazebo
• Windward Commons: Brick Path in Front of Windward Commons
• University Terrace 1, 2 and University Crossings: University Crossings Parking Lot

FIRE SAFETY SYSTEMS IN THE ARMSTRONG STATE UNIVERSITY RESIDENTIAL FACILITIES

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<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
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FIRE DRILLS, SPRINKLERS, AND ALARMS

A. Always assume that an alarm indicates a fire emergency. All residents must evacuate the building for all alarms, including scheduled drills. Failure to evacuate could result in a fine and/or a student conduct referral.

B. Tampering with, including covering or blocking of fire alarms, fire sprinklers, fire extinguishers, and smoke detectors is prohibited and will result in disciplinary action and/or possible legal action.

C. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be responsible for all water damage caused by the sprinkler to the room and other surrounding rooms as well as any damage caused to personal property belonging to another student. Residents who cause damage to a fire sprinkler system will be responsible for all costs incurred to repair the system. Determination of the amount of loss or damage shall be made by the University at its sole discretion.

FIRE EMERGENCY RESPONSE

In the event of fire alarm activation, all university personnel will immediately evacuate the building unless otherwise directed by authorized personnel. DO NOT use elevators in the event of fire.

- Evacuate buildings immediately, using designated routes and exits.
- Evacuation should be conducted in a quiet, orderly fashion, with no running or talking, to minimize confusion and allow for changes of orders to be heard.
- When exiting a room, always use the back of your hand to test the door for heat. If the door is hot, do not open it. Change direction and find another exit.
- Use stairways to evacuate. Do not use elevators.
• Special care should be taken to assist disabled individuals in evacuating.
• In a fire emergency, standard evacuation procedures should be followed:
  o If time permits, windows should be closed by a designated person.
  o The last person to leave the room should close the door.
  o University Police officers should go immediately to stations to guard doors and assist with evacuation and crowd control.
  o Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic. If necessary, crawl to an exit.
  o If trapped on a second story or higher, hang an article of clothing out of the window to attract attention of bystanders or emergency personnel. IF WINDOWS ARE CLOSED, DO NOT OPEN A WINDOW UNLESS YOU NEED TO IN ORDER TO ESCAPE. OXYGEN CAN FUEL THE FIRE. Close doors and place material under them to prevent smoke from entering. Anyone trapped in the room should remain close to the floor to avoid smoke.
  o If another person is on fire, yell: STOP — DROP — ROLL.
  o If you are on fire, STOP — DROP — ROLL.
  o During the evacuation, direct crowds away from fire hydrants, roadways and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons who may be trapped inside.

In the event of fire, everyone should leave the unit immediately, pull an alarm station, and call University Police at (912) 344-3333 or 911.

FIRE PREVENTION TRAINING

Armstrong State University Police Department is committed to the safety and security of the residents, students, and employees that are present on our campus. In March 2010, the University Police acquired a Bullex Digital Safety system to conduct fire prevention training. This system uses water and laser extinguishers to train residents and employees on how to put out a small fire. Training can be conducted either inside or outside. This fire extinguisher training is safer, more economical, and greener as compared to previous training media. Classes are available throughout the year for residents, faculty, and staff of the university and local communities.

One new aspect of fire safety is the program 'Cooking with Cops'. This program allows the University Police Department to refresh residents' basic safety practices while using a kitchen. The class is approximately 90 minutes in length and allows the students to participate in fire safety, with the capstone of using the Bullex Extinguisher System. The class is concluded with a baked treat prepared during the training session by the University Police Department.

For any questions or to register for a class, contact your respective Housing Professional Staff or the University Police Department.

PROHIBITED ITEMS

A. The possession or use of any prohibited item on campus including within residence halls, may result in a fine of $50 per item (charged to each resident separately if found in a common area), judicial action and/or removal from housing. Prohibited items will be confiscated by the appropriate university officials at the time of discovery. Items will be disposed of and/or held until after applicable judicial follow-up has been conducted. At that time, the student will be given the option to collect the item(s) to send home.

B. Items that are NEVER allowed in any residence hall due to safety and security considerations include but are not limited to:
C. In addition to the items listed in B above, items that are **NEVER ALLOWED IN WINDWARD COMMONS** include but are not limited to:

### ADDITIONAL ITEMS PROHIBITED IN WINDWARD COMMONS

<table>
<thead>
<tr>
<th>George Forman Grills</th>
<th>Hot Plates</th>
<th>Electric Skillets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full size refrigerators</td>
<td>Toasters</td>
<td>Fryers</td>
</tr>
<tr>
<td>Any open heat element appliance</td>
<td>Any flame producing appliance</td>
<td>Microwaves not supplied by the university</td>
</tr>
</tbody>
</table>

### SMOKING/TOBACCO USE

A. **Armstrong State University is a Tobacco Free Campus.** Use of any tobacco product is not permitted anywhere on campus.

B. An automatic fine of $100 will be charged to any student found smoking inside a residential facility or within 10 feet of a residential entrance. This includes but is not limited to interior of apartments, rooms, lounges, interior stairwells, kitchens, bathrooms, communal gathering spaces, lobbies, hallways, outdoor breezeways, outdoor stairwells, or within 10 feet of an air ventilation system intake or open window.

### HEALTH AND SAFETY INSPECTIONS

Health and Safety Inspections are completed by Resident Assistants three times a semester to ensure that all residential areas on campus are safe and secure for our residential population. Housing and Residence Life notifies residents of Resident Assistants’ scheduled inspections at least 72 hours in advance of inspections. Check your What’s Going On Armstrong notification and [Housing’s Important Dates and Deadlines](#) for exact dates.

Resident Assistants check all units for the following safety features in the residence halls and apartments:

- Smoke Detectors Present and Functional
• Windows, Doors, and Floor are Free and Clear of Obstructions
• Windows are Locked/ Secured
• Furniture Clean and in Good Condition
• Unit free of Unapproved Items (Halogen Lamps, Alcohol, Drugs, Candles, Pets, etc.)
• Cleanliness/ Trash Removed

Residents have 72 hours to correct their failed inspection condition, unless notified otherwise. Failure to correct noted condition(s) will result in a fine. Automatic fines will be assessed for all policy violations found in unit during inspection. Failure to address such policy violations may result in multiple fines. Failure to correct conditions found in unit commons areas will result in all residents of unit being fined. Unapproved items and fine costs are outlined in your Residential Student Handbook.

MISSING PERSONS

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Armstrong Police Department. It is the policy of Armstrong State University that the Armstrong Police Department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing from the campus or otherwise not where s/he is expected to be on the campus. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a Student Affairs Staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing from the campus. Armstrong Police will conduct an initial investigation to determine if the person appears to be missing from the campus, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Armstrong Police officers may check student’s login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope may continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at Armstrong State University can identify a person that the University can contact in the event that the student is reported missing by contacting the Registrar’s Office. IMPORTANT Include: the person’s name, any contact methods (cell phone, home phone, email, etc.) This information will soon be collected via BANNER, the University’s student information system.

This person would be contacted within 24 hours of a missing person report being filed with Armstrong Police. Note that this contact information is confidential and is shared only with University administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as student services staff, Armstrong Police staff, etc.)
• Should Armstrong Police not be able to locate a person reported missing within twenty-four (24) hours of the report, Armstrong Police would then notify your designated ‘missing person’ emergency contact.
• In the event that no separate emergency contact is identified, a parent or guardian as listed in University records will be contacted.
• Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student’s general daily routine and any travel plans.
• This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.
• Armstrong Police will also notify local law enforcement agencies within this 24 hour window, starting with the Savannah Chatham Metro Police, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 who is not emancipated, the University must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

NOTE FOR STUDENTS UNDER AGE OF 21: For students under 21, Suzanne’s Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for more than 24 hours, the following will occur:

• Armstrong Police will notify the Vice President of Student Affairs and the Vice President of Business and Finance.
• Armstrong Police will again contact the student’s emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student’s emergency contact.)

SEX OFFENDER REGISTRY

Any person who is required under the laws of the State of Georgia to register as a sex offender is also required to provide written notice to the University Police Department that they are enrolled as a student, carry on a vocation, or employed by the University. Furthermore, the student or employee is required to provide written notice of each change in enrollment or employment to the University Police Department. The Sex Offender Registry for the State of Georgia is located on the Georgia Bureau of Investigation Web Site: http://www.ganet.org/gbi/.

SECURITY AND ACCESS TO CAMPUS FACILITIES AND MAINTENANCE

During business hours, most facilities are open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to facilities is controlled by key, access card, or University Police or Housing staff.

Emergencies may necessitate changes to any posted schedules.

The Armstrong Police conduct weekly security surveys to examine security maintenance issues such as landscaping, lighting, and building security and safety equipment. Work orders are generated for repairs and modifications as issues are identified.

Police safety escorts are available for students, faculty, staff, and visitors who, for whatever reason, do not feel comfortable walking alone to their campus housing or vehicle.
Armstrong Police Award Winning Innovators
The use of digital devices by criminals has exploded in recent years. The District Attorney of Manhattan, Cyrus Vance Jr. may have said it best when he stated: “Cybercrime is the fastest growing crime trend in New York and around the country”. Yet, throughout the country, digital forensics labs are mired in backlogged cases. Federal, state, and local labs are reporting an exponential increase in the volume of digital devices submitted for examination that greatly exceed the capacity of the labs. Many states, such as Georgia and Alabama, report digital forensics labs have a 6 to 18 month backlog of digital devices awaiting examination. In many cases, investigators are not submitting digital devices for analysis because they cannot place the case on hold for long. Instead, they build their cases the old fashioned way, and many investigators completely ignore digital evidence. Courts and prosecutors are increasingly concerned about these delays and the effect upon the due process rights of the defendant and the smooth and efficient administration of justice.

Additional capacity is needed, but budgetary restrictions and limited resources make it unlikely, if not impossible, that meaningful help is on the way. The funds are simply not available to dramatically increase digital forensics capability for our criminal justice agencies, so some agencies are training a single employee to use a single piece of equipment. The problem is that no single piece of equipment can successfully access all types of digital media and a single employee cannot keep up with the technological advances and case load of digital evidence.

The contribution of the Armstrong State University Police Cyber Forensics Division (CFD) is not one case or even one large investigation. It is a comprehensive investigative effort to address this growing problem throughout the State of Georgia and the United States. The fact that a small university police department chose to voluntarily develop digital forensics capacity and then offer those services to enhance the educational and training of the criminal justice community throughout the state is unprecedented in itself. To also use this capability and expertise for the university’s criminal justice students, in the form of a practical internship and networking opportunities, makes this effort even more noteworthy.

The significance of this is that a small, 18 officer campus police department in southern Georgia was able to redefine its role in the greater criminal justice community to arrive at a solution for this criminal investigative problem that has thus far eluded federal and state government. In the process, hundreds of felony criminal cases for dozens of criminal justice agencies have been positively impacted. In 15 months, more than 500 devices for over 200 federal and state criminal cases have been processed in 30 days or less. These cases would have otherwise sat untouched in an evidence room between 6 to 18 months. The evidence that was discovered included videos of crimes, pictures of stolen property, text and email messages about participation in criminal activity, and other evidentiary documentation of criminal activity and involvement for agencies such as the FBI, BATFE, DEA, Secret Service, U.S. Postal Inspection Service, Georgia Bureau of Investigation, Georgia Department of Revenue, Georgia State Patrol, Savannah-Chatham Metro Police, Multi-agency drug task forces, and many other agencies, to date nearly 50 federal, state, and local agencies in total.

The impact of this initiative is that the backlog for the southern half of the State of Georgia is 30 days or less, while the northern half of the state still has a 6 to 12 month backlog of cases waiting processing. The Armstrong lab has become the largest digital forensics lab in the state of Georgia in less than 18 months.
This dramatic change was made possible by redefining the role of the Armstrong Police to make the department relevant within the criminal justice community as well as to the university’s academic mission. This included directly connecting the police to the academic function of the university and in that regard, the police department also chose to take a path that also connected it to the larger criminal justice community. The department created a digital forensics capability that utilizes the uncommitted time of the officers in the Patrol Division. This capability is then used to provide criminal justice and computer science students with practical internship and other educational opportunities and to provide the criminal justice community with digital forensics capability and capacity. Making this capability available to federal, state, and local law enforcement agencies had an unprecedented impact on criminal investigations in Southern Georgia. Prior to Armstrong’s program, digital evidence was delayed, not available, or overlooked. Today, pictures, text messages, emails, videos, and other digital evidence are available to federal, state, and local investigators in a timely manner. The Honorable Meg Heap District Attorney for Chatham County Georgia noted that having this evidence within 30 days means that they can go to trial within speedy trial requirements and this can save the state thousands of dollars per case. In many cases, the digital evidence convinces the defendant to enter a plea rather than go to trial.

The primary purpose of this capability is to connect the police to the academic program by providing practical digital forensics internships for criminal justice and computer science students at the university. To make the internships as realistic as possible, the forensics capability is provided at no charge to area criminal justice agencies and the students are encouraged to network with criminal investigators. While the students cannot work on actual evidence, actual case scenarios are replicated and the students are taught how to use the state of the art lab equipment and software for digital forensics analysis. The police department added a legal aspect to the internship by recruiting a police officer who is an attorney and an expert in cyber law to supervise this operation. The program has strategic benefits as well. The students that graduate from the internship have acquired sufficient skills in digital forensics that allow them to take a national certification test. These students are then ready for the job market and can help address the nationwide shortage of digital forensics analysts/investigators.

In 2012, the department started training 5 police officers in digital forensics by partnering with National White Collar Crime Center, Mississippi State University’s Digital Forensics Program, and AccessData which is the largest manufacturer of digital forensic software in the world and the industry leader and standard bearer. The training was held at the Armstrong Police Department and free of cost. In January 2013, the Armstrong State University Police Cyber Forensics Division (CFD) opened their doors for business with trained analyst/investigators and a state of the art lab. In the first fourteen months of operation, the CFD analyzed more than 500 devices associated with more than 200 criminal investigations from federal, state, and local law enforcement agencies. The investigations include homicides, robberies, sex crimes, financial crimes, identify theft, burglaries, car thefts, prostitution and many other felony and misdemeanor crimes.

In little over a year, the CFD has reduced the processing time for digital forensics evidence from the previous 6 to 12 months on average to less than 30 days. Geographically this affects the entire state of Georgia, although most of the impact is felt by federal, state, and local law enforcement agencies in the southern half of the state. Not content to remain static, the operation is growing with six officers in training and the acquisition of additional equipment and software. The Armstrong approach is currently so successful that other digital forensics labs often send devices they are unable to access to the Cyber Forensics Division. Armstrong is successful where others have failed because we have acquired multiple hardware and software platforms and the analysts/investigators are trained and experienced to use all of these tools to analyze devices. In many law enforcement agencies technicians often work alone. We have found the old axiom, “two heads are better than one,” is not just a cliché. Officers and technicians are able to share ideas and experiences in discussions which creates a shared knowledge base when working with ever-evolving new technologies.
The resounding success of this program can be explained by the innovative out of the box way of thinking about what is possible. This program was considered impossible because of costs associated with equipment and training. Training is approximately $2,000 - $3,000 per course. Partnership with other agencies, academic institutions, teaching providers, and private industry made it possible to receive training at no cost. Funding was made possible by use of department funds.

To ensure that the program has a legally sound process and thorough oversight, an attorney who is a sworn police officer and an expert in cyber law was placed in command of the Cyber Forensic Division.

Hiring additional police officers to perform CFD tasks is unnecessary because each digital forensic analyst investigator is also a member of the departments patrol division. These models use their uncommitted time, the time between calls, to perform their duties as digital forensic analysts. This model is built on the premise that once assigned a case, it is up to the officer to manage his or her time along with their other duties with the understanding that the lab needs to have an analyst available 24 hours a day for incoming and urgent requirements.

By using more than a single forensic tool, our cyber forensic investigators have the ability to discover and retrieve more data. This problem solving model encourages the CFD analysts to work collaboratively in a team effort and successfully leads to a more thorough investigative process.

Lastly, the department is training the next generation of digital forensic analysts through the internship program, in conjunction with the criminal justice department. Once these interns graduate they are eligible for the national certification test and can become certified. This prepares them and makes them eligible to become part of the job market. When they become employed they will lessen the nationwide shortage of digital forensics analysts/investigators.
Presentations on Digital Forensics and Armstrong Police in 2012-2014

1. Coastal Law Enforcement Officers Association Meeting
2. Savannah Chatham Metro Police Staff Meeting
3. Chatham County Commissioners Meeting
4. Georgia Bureau of Investigation GCIC/CJIS Symposium
5. Chatham County District Attorney’s Staff
6. University System of Georgia Police Chiefs Conference
7. University of Georgia Facilities Officer Conference
8. University System of Georgia Information Security Conference
9. Georgia Gang Investigators Meeting
10. Joint Terrorism Task Force Meeting
11. Georgia Association of Chiefs of Police District Meeting
12. Georgia Forensics Auditors Training
13. Creative Coast Savannah Meeting
14. University System of Georgia Auditors Conference
15. Ft. Stewart/Hunter AAF MP Battalion Presentation
16. Crimestoppers on Oct 17, 2013 at 09:00am 40 minute interview on radio station 97.7 The River.
17. Presentation for Dr. Logan in Education on classroom management.
18. Georgia State Intelligence Network Meeting
20. Received **Governors Public Safety Award** for **Outstanding Contribution to Profession Dec. 12th 2013**.
22. Crimestoppers on March 8th, 2014 at 09:00am 40 minute interview on radio station 97.7 The River.
23. Chatham County Commissioners Meeting Tour of Facility February 25th 2014.
24. WSAV coverage of CFD lab.
26. March 5, 2013. Lecture Presentation Tour of CFD Facilities for 3 of Professor King, Basic Computer Science Classes at 09:30 and 16:30.
27. March 6, 2013. Lecture Presentation Tour of CFD Facilities for Professor King Basic Computer Science Classes at 09:30.
28. Effingham County Middle School Leadership Presentations at 11:00 and 14:00.
29. College Access Mentoring Information and Outreach for Hispanic Students (“CAMINO PROGRAM”) Afterschool Presentation and Recruiting Event in Digital Forensics for High Schools.
   a. Tattnall County High School: March 11, 2014 from 15:30-17:00.
   c. Toombs High School: March 27, 2014 from 15:30-17:00.
30. Family Military Day Presentation on April 5, 2014 10:00-12:00.
31. STEMposium (Science, Technology, Engineering, and Mathematics) hands on teaching workshop on April 9, 2014 for Bolden Middle School.
32. Southside Rotary May 6th 2014. 12:00 Chief gives speech on cyber forensics.
33. Key Note Speech Information Security Officers Conference May 19th 2014.
34. May 24th 2014 Armstrong Police took part in the Savannah Mile run downtown Savannah.
38. July 29th 2014 recipient of the Dr. Curtis McClung/Motorola Award of Excellence at the Georgia Chiefs Association Conference.
41. August 23rd 2014 Presentation for Student Government Association Retreat at the Ebenezer Center 2 hours.
42. Sept 15th 2014 Presentation for Downtown Rotary on Cyber Forensics.