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## **20.1 Drug and Alcohol Policy**

### **20.1.1 Purpose**

It is the policy of the University that illicit drug use, including their manufacture, sale, distribution, dispensation, possession, or use is prohibited in the workplace, on the campus, or as part of any University activities. Sanctions imposed for violation of this policy are indicated below.

### **20.1.2 Scope**

This policy applies to the University community.

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Counseling and Psychological Services, the Department of Public Safety, the Office of the Provost, and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, shall be provided annually to students and employees. In addition, the University is committed to monitoring and assessing the effectiveness of this program. A biennial review of the program shall be undertaken to (i) determine its effectiveness and implement changes to the program if they are needed and (ii) ensure that its disciplinary standards are consistently enforced.

### **20.1.3 Policy**

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. As many as 20% of all college students indicate they use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college

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students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

### **20.1.3.1 Definitions.**

The following terms are defined for the purposes of this policy and are important for purposes of expressing the University's policy on a drug free workplace:

A. *Controlled Substance* means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-35 to 16-13-39.

B. *Contract* means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

C. *Conviction* means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

D. *Criminal drug statute* means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance;

E. *Employee* means an individual receiving a salary, wages, other compensation and/or stipend support from the University.

F. *Federal agency or agency* means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

G. *Grant* means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veteran's benefits to individuals, i.e., any benefit to

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veterans, their families, or survivors by virtue of the Service of a veteran in the Armed Forces of the United States.

H. *Grantee* means a legal entity which applies for or receives a grant or contract directly from a federal agency.

I. *Illicit drug use* means the use of illegal drugs and the abuse of other drugs and alcohol.

J. *Student* means an individual registered or enrolled for credit or non-credit in a course or program offered by the University or any of its units.

K. *University activity(ies)* mean an activity officially sponsored by Clayton State University.

L. *Workplace* means the physical boundaries of the University and facilities owned or controlled by the University.

#### **20.1.3.2 Philosophy.**

The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the University community. The University is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention system in operation, accessible to all members of the University community. The University is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the University community. In addition, the University is committed to enforcing the provisions of the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226) and the Georgia Drug-Free Postsecondary Act of 1990.

#### **20.1.3.3 Health Risks**

Alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can lead to dependence. Sudden cessation of regular alcohol use is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.

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Females who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs). Additionally, alcohol-related accidents are the number one cause of death in the 16-24 year old age group.

Designer Drugs. Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, "underground" chemists modify the molecular structure of certain illegal drugs to produce analogs known as "designer drugs." These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines.

Bootleg manufacture can increase or create overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine (PCP) cause illusions, hallucinations, and impaired perception.

Cocaine. Cocaine stimulates the central nervous system. Cocaine use can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Sharing contaminated needles and syringes for injecting cocaine can spread the AIDS virus, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. "Crack," or "freebase rock," is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large

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amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Marijuana (Cannabis). All forms of cannabis can result in negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system: marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feeling may change rapidly. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or "flashbacks," can occur even after use has ceased.

Users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders -- depression, anxiety and violent behavior --also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure.

Depressants. The effects of depressants are in many ways similar to the effects of alcohol (which is itself a depressant). Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in an increased tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

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**20.1.3.4 Penalties for Violation of University Policy**

The University policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at University-sponsored events held off campus is intended to protect and support the employees and students of Clayton State University. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on the campus or at University sponsored events held off campus shall be subject to disciplinary action (up to and including suspension, suspension without pay, and/or termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee and the Department of Human Resources. **Further information concerning employees is available from the Department of Human Resources (phone 678-466-4230).**

Any student admitting to or found to have violated Clayton State University’s Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and/or alcohol on campus or at University sponsored events (see Clayton State University Student Code of Conduct) shall be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. **Further information concerning students is available from the Office of Community Standards (phone 678-466-5444).**

In addition, penalties under Georgia and federal law appear in the table below:

<u>OFFENSE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENTS</u>
“First Offender”: A person never before convicted of possession of a small amount of controlled substance. (O.C.G.A. 16-13-2(a))	At the discretion of the judge, a First Offender may be afforded first offender treatment, resulting in no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program.	-----
Possession of one ounce or less of marijuana (O.C.G.A. 16-13-2 (b))	-----	Imprisonment not to exceed 12 months and/or a fine not to exceed \$1,000, or

		“public works” not to exceed 12 months.
Possession of more than one ounce of marijuana (O.C.G.A. 16-13-30j(2))	Confinement of not less than one year	Confinement of not more than 10 years
Trafficking in marijuana (O.C.G.A. 16-13-31 (h))	Depending on amount, minimum of five years confinement and fine of \$25,000.	Depending on amount, maximum of 30 years confinement and fine of \$1 million.
Penalty for violation of the “controlled substances” provision. (Schedule II)	Depending on amount, minimum of five years confinement.	Depending on amount, maximum of 30 years confinement; confinement for life for a second conviction of trafficking narcotics.
Possession of an alcoholic beverage by any person under age 21 (O.C.G.A. 3-3-23.1)	-----	Confinement not to exceed 30 days, or a fine of not more than \$300, or both.
Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment not less than 5 years or more than 20 years, (with 4.5 years mandatory supervisory parole) and a minimum fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 for an individual and \$10,000,000 if other than an individual
Possession of drugs (including marijuana)	A term of imprisonment not less than 1 year and a fine of not less than \$1,000 or both.	Imprisonment for not less than 90 days or more than 3 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.

### **20.1.3.5 Employee and Student Assistance Programs**

Clayton State University's Counseling and Psychological Services (CAPS) offers the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

- 1. Information and Referral:** All members of the University community are eligible to consult with the professional staff of the CAPS regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. It also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, the CAPS provides education on alcohol/drug abuse and related concerns for the campus community.
- 2. Individual Counseling:** Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that CAPS will make a referral for alcohol and drug addiction. This service is available to students at no charge. Faculty and staff are able to receive short-term EAP evaluation and referral for such services.
- 3. Employee Assistance Program (EAP):** Clayton State University provides access to counseling and psychological services to faculty and staff through referral to its Employee Assistance Program. The CAPS also provides information, referral, evaluation, consultation, and short-term problem solving.
- 4. Clayton Center Mental Health/Addictive Diseases/Developmental Disabilities:** Offers counseling for anyone affected by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step program (AA, Alanon, NA, CA, etc.) and/or appropriate treatment. Their address is 853 Battlecreek Road, Jonesboro; Phone 770-478-1099.

Further information regarding these programs and services may be secured from Clayton State University's CAPS located in Room 245 of the Student Center; Phone 678-466-5406.

### **20.1.3.6 Application of Policy**

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education program available to the faculty, staff and students of the University. The Clayton State University Student Code of Conduct provides for disciplinary action against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of the misuse of alcohol or other drugs (See Student Code of Conduct, Section II, Paragraph J, Subparagraphs 1, 2 & 3). Specific compliance and reporting items enumerated below (items B, C, D, E) are applicable to all persons employed on federal contracts and grants.



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In support of this policy, the University:

A. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the University's policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.

B. Shall provide each student and employee a copy of this policy. In addition, all faculty, staff, and students shall be notified of this policy through appropriate publications.

C. Shall notify each University employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.

D. Shall notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any University employee engaged in performance of the grant or contract.

E. Shall impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.

F. Shall make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act 1988 and the Drug-free Schools and Communities Act Amendments of 1989.

G. Shall conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

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### **20.1.3.7 University Resources and Contact Information**

The following offices/individuals may be contacted regarding questions about this policy or for assistance with drug and alcohol matters:

#### **Counseling and Psychological Services**

Student Center 245

(678) 466-5406

Dr. Christine Smith, Director

<http://adminsivices.clayton.edu/counseling/>

#### **Human Resources**

Clayton State University—East Campus

(678) 466-4230

Vacant, Director

<http://adminsivices.clayton.edu/ohr/>

#### **University Health Services**

Student Center 211

(678) 466-4230

Vacant, Director

<http://healthsci.clayton.edu/nmc/>

#### **Public Safety/Campus Police**

Student Center 207

(678) 466-4050

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Chief Bobby Hamil, Director

<http://admins-services.clayton.edu/ps/>

**Office of Community Standards**

University Center 250

(678) 466-5444

Mr. Jeff Jacobs, Associate Dean of Housing, Residence Life, and Community Standards

<http://admins-services.clayton.edu/judicial/>

## **20.2 Vehicles on Campus**

### **20.2.1 Purpose**

The University is authorized by the Board of Regents to promulgate regulations related to traffic safety on the CSU campus. In case of any divergence in these regulations or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

The purpose of this policy is to regulate the use of motor vehicles by all persons using such vehicles on the CSU campus.

### **20.2.2 Scope**

This policy applies to all persons operating motor vehicles on campus.

### **20.2.3 Policy**

All Georgia motor vehicle and traffic laws shall be in effect on the CSU campus. Clayton State University is authorized and reserves the right to regulate the use of all motor vehicles and related parking facilities on its campus. It is the responsibility of each individual operating a motor vehicle on the Clayton State University campus to know, understand and comply with all CSU traffic regulations.

Motor vehicle and traffic regulations shall be enforced under the authority of the Official Code of Georgia, Section 20-3-21. Current regulations shall be maintained by the Department

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of Public Safety Office and shall be available for review at <http://www.clayton.edu/public-safety/parkingservices/parkingrules>.

The Department may also issue parking tickets or utilize immobilization devices on vehicles when they are illegally parked, or the Department determines that either the registered driver or the vehicle has accumulated five (5) unpaid parking tickets. An administrative fee of \$50.00 shall be assessed in addition to the payment of existing fines prior to the removal of the immobilization device. The Department of Public Safety shall be contacted at (678) 466-4050 to arrange for the removal of an immobilization device. Removal of the immobilization device without the approval of the Department of Public Safety may result in criminal prosecution. Immobilized vehicles shall be removed from campus at the owners' expense within 24 hours of immobilization.

Depending on the parking violation, citations may be resolved with the University's Public Safety Department, Clayton County or the city of Morrow.

## **20.3 Golf Carts**

### **20.3.1 Purpose and Scope**

The purpose of this policy is to establish guidelines and responsibilities for the operation of university gasoline and battery powered golf carts on the campus of Clayton State University (CSU).

### **20.3.2. Operation**

University golf cart use should be restricted to meaningful purposes and therefore kept to a minimum. Operation of Clayton State University golf carts will be restricted to authorized university personnel, including student assistants. It shall be the responsibility of each Department/Division head to ensure that all cart operators are provided instruction in the safe operation and maintenance of the cart prior to operation. All cart operators must have a valid driver's license. Prior to operating a golf cart, operators must clear a driving records check through the Department of Public Safety. Department/Division heads must ensure that operators can demonstrate the safe and proper operation of the golf cart prior to carrying passengers or other items for delivery, emphasizing that pedestrians always have the right of way.

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Department/Division heads shall review this policy on cart operations with each designated driver on an annual basis and have a signed copy of this policy entered into each operator's personnel file. All new hires will be required to read this policy before they will be allowed to operate a golf cart. Department/Division heads will be responsible for ensuring the signed copies of the policy are entered into the operator's personnel file.

University carts will not to be used for hauling bulky or heavy items that will not completely fit inside of the cart. Large items such as desks, bookcases, and other large items should be moved using university trucks, vans or other heavy equipment vehicles. Items being hauled in university carts must be tied down and/or secured in a manner to avoid accidental release from the cart during a routine/emergency stop or turns.

Golf carts are at great risk in the event of a collision with another vehicle, therefore, operation of carts in parking lots should be minimized. To reduce potential safety hazards involving pedestrian traffic, operators will reduce their speed in the presence of pedestrians. When operating on campus sidewalks, routes that have minimum pedestrian traffic should be selected.

University carts are prohibited from parking on the University Plaza adjacent to the University Center, with the exception of those assigned to the Department of Public Safety. Because of bulk and size of certain items, delivery carts may be required at times to use walkways on the interior portion of the campus. This occurrence should be rare.

To further reduce potential safety hazards involving pedestrian traffic, cart operators will limit any travel on campus sidewalks and grassy areas, opting to use campus roadways when possible. Due to limited sight visibility and pedestrian traffic exiting buildings, the sidewalks surrounding the Lecture Hall and Faculty Hall will not be traversed by carts, except for emergency maintenance and grounds crew functions being performed in the immediate area.

It is recommended that all newly acquired golf cars be equipped with either yellow flashing lights or regular headlights and rear lights. Golf carts operated on university roadways and streets will be required to turn on all lights and obey all traffic control devices, e.g. stop signs, traffic lights, and regular rules of the road.

University golf carts without front and rear lights, may not be operated during dim-light or evening hours. Horns or other alert devices on university golf carts should not be used while carts are being operated on the interior portion of the campus except in emergency situations. Keys shall not be left in unattended carts.

### **20.3.3. Passengers**

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Operators may not carry passengers in university carts unless they are specifically authorized to do so by Department/Division heads. Operators must ensure that all passengers remain seated and refrain from shifting around while the cart is in motion. Passengers shall only ride in seats designated by the manufacturer for passenger use. Passengers shall not ride on the fenders, bumpers or outside portions of the cart at any time.

#### **20.3.4. Parking**

University carts will not be parked for extended periods in faculty and staff or student parking lots. Carts will be parked (except during active loading/unloading) so that they do not obstruct building exits or impede pedestrian travel on campus. Carts will not be parked in any manner that may obstruct Americans with Disabilities parking spaces, or restrict disability access to and from buildings, walkways, or ramps.

#### **20.3.5. Maintenance**

Department/Division heads are responsible for the proper maintenance of their assigned carts. Operators are responsible for immediately reporting any unusual noise, mechanical problem, or other potential maintenance problem and abruptly cease operation of any cart that is unsafe. It is strongly recommended that Department/Division heads ensure ongoing preventive maintenance of their cart(s).

#### **20.3.6. Reporting**

Any accident/incident involving a university cart will be reported immediately to the university Department of Public Safety. As soon as practicable, operators involved in any accident/incident will immediately report the accident/incident to their immediate supervisor.

#### **20.3.7. Violations**

Violations of this policy may result in university disciplinary action or state traffic violations, where applicable.

#### **20.3.8. Missing Student Notification Policy**

This policy contains the official notification procedures of Clayton State University concerning missing students who reside on campus, in accordance with the requirements of the Higher Education Opportunity Act (HEOA) of 2008. The purpose of this policy is to promote the safety and welfare of

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the campus community through compliance with the HEOA requirements, and should be adhered to by all members of the campus community, faculty, staff and students.

In the event that a member of the campus community has reason to believe that a student who resides in an on-campus housing facility is missing, he/she should immediately notify the Clayton State University Department of Public Safety (DPS). The DPS will then notify the University's Vice President of Student Affairs or his designee, prepare a missing person report, and initiate an investigation. The DPS will also notify surrounding law enforcement agencies within 24 hours of the determination that the student is missing.

Per HEOA requirement, each student has the option to identify a confidential contact to be notified within 24 hours of the determination by the DPS or other law enforcement agency that the student is missing. If a student elects to identify a confidential contact that information will be maintained by the University's Housing Office, and is accessible only to authorized campus officials. The information may not be disclosed, except to law enforcement officials in furtherance of a missing person's investigation. If a separate missing person's contact is not identified by the student, an investigation will still be initiated and the emergency contact on record will be notified.

If the missing student is under 18 years of age and not emancipated, he/she can still designate a confidential contact. However, in compliance with the HEOA, a legal parent or guardian will also be notified.

All students who register for on-campus housing will be advised of this policy at the time of housing check-in. During the process, specific emergency contact information will be captured. At that time, students will have the opportunity to provide separate missing person contact information as well, if they choose to do so.

## **20.4 Prohibited Activities**

The following activities are among those prohibited on the CSU campus:

- Archery
- Golf practice
- Dogs and other animals, except on leash and within designated areas
- Horseback riding
- Skating and skateboarding
- Firearms, air guns, BB guns and other weapons
- Use of controlled substances, unless with valid prescription
- Use of alcohol
- Hunting
- Fishing, except in designated locations and at designated times.

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The Departments of Public Safety and Student Affairs shall create procedures and regulations pertaining to these and related prohibitions, which shall be available at <http://www.clayton.edu/public-safety/outdoor>.

## **20.5 The Campus Police Department**

### **20.5.1 Purpose**

The purpose of the campus police department is to maintain the safety of the University.

### **20.5.2 Scope**

The campus police department shall be a part of the University's Public Safety organization. It shall enforce all applicable state and federal laws on campus, and its jurisdiction shall extend 500 yards beyond the University's property boundaries.

### **20.5.3 Policy**

The University police department shall provide safety and protective services for the campus by patrolling the grounds and facilities, monitoring facility and special event access, locking and unlocking doors for authorized personnel and providing traffic direction to ensure pedestrian and vehicular safety. The police department shall provide to the University community training and crime prevention programs and related information, conduct site security surveys and investigate all reported incidents, including suspicious activities, reports of missing students, theft reports and other criminal investigations. The Department of Public Safety shall provide the community with reports of campus crime at <http://www.clayton.edu/public-safety/crimesafety>.

The University police department shall coordinate with the Clayton County Police Department and Sheriff's Office as well as the Cities of Morrow and Lake City Police Departments, as required, for effective crime prevention and detection on campus. When the University's police arrests a person, that person shall be transported to the Clayton County jail and the subject's case shall be processed through the Clayton County judicial system.

**END OF MANUAL**