About this Publication

“The Rap Sheet” is produced annually by Columbus State University Police to inform students and others about how to stay safe at Columbus State. Crime statistics are also presented, as well as information about parking and other topics related to University Police services. The department’s main campus office is located by the Elizabeth Bradley Turner Center. University Police also patrol CSU’s RiverPark campus downtown, where there is a substation adjacent to Columbus Hall student apartments.
CougarAlert
Helpful in Emergencies

University Police can warn students, faculty and staff within minutes of oncoming severe weather or any other campus threat, thanks to CougarAlert, a new emergency notification system. Installed and successfully tested in fall 2007, the system allows University Police and other officials to quickly deliver an alert via phone message and e-mail. With a single phone call, CougarAlert allows CSU officials to schedule, send and track personalized e-mails and voice messages.

The university established the system, powered by a Connect-ED product, during the summer, and officials spent the fall collecting and compiling emergency contact information from students, faculty and staff. Each group was asked to update online their emergency contact information to ensure the system’s effectiveness.

In just the initial months, more than 6,000 students signed up for the system, and more than 18,000 phone numbers and e-mail addresses had been entered for students, faculty and staff.

“We’ve had an amazing level of participation from students signing up for CougarAlert,” University Police Chief Drew said.

CougarAlert will be used only in the event of an emergency. The system complements the university’s emergency preparedness procedures and gives CSU another information tool during a crisis.

The CSU home page on the Web, CougarNet and local media outlets also will be used to inform faculty, staff and students about an emergency.

Preparedness and notification are important components of the university’s revised emergency action plan, accessible online at www.ColumbusState.edu/police/emergencies.php.

For more information about CougarAlert, and to make sure you’re part of the system, go to www.ColumbusState.edu/CougarAlert. Drew also welcomes questions about CougarAlert at 706-568-2022.

Columbus State Police patrol main campus and the downtown RiverPark campus 24 hours a day, seven days a week — working closely with other university entities. Patrol officers lock, unlock and check all university buildings and other property daily. Officers also patrol CSU apartment complexes, working closely with resident assistants who are on duty from 7-11 p.m. weekdays and 7 p.m.-1 a.m. weekends. Officers patrol in marked vehicles, on bicycle and on foot.

Police also work with CSU Plant Operations to ensure campus safety, submitting work orders for lights, locks, windows, doors and other safety needs. Faculty, staff and students are encouraged to report safety-related issues to Plant Operations through an eQuest.

University police are part of CSU’s Division of Student Affairs and often work with other offices overseeing student life to ensure student and campus safety. The Counseling Center, Student Health Services and Residence Life sponsor ongoing programs specifically addressing substance abuse, responsible decision making, security procedures & practices, sexual assault and health lifestyles. Pamphlets on such topics are available in all of the above offices, as well as other locations.

For more information about University Police concerns and services, visit the department’s Web site at www.ColumbusState.edu/police.
CSU Police, Student Health Services and the Counseling Center are all excellent resource centers for safety information. Department via radio, and daily bulletins of crimes within the jurisdiction.

Safety in your Vehicle
- Always lock your vehicle.
- Store valuables in the trunk or out of sight.
- Look in your vehicle before you get in. Have your keys in hand before you get in your vehicle.

Safety on Campus
- Walk confidently, directly and at a steady pace.
- Stay in well-lighted areas.
- Never work alone in an office or classroom on campus at night. Use the buddy system.
- If you feel you are in danger, attract attention anyway you can. Don’t be reluctant to scream and run.
- Fifteen blue light phones are located around campus for your convenience.

Personal Safety and Security of Personal Property

Campus Housing Safety
- Lock your door when you leave the room, even if you will be gone only a minute. It takes about eight seconds for someone to walk into an open room and remove an item.
- Notify Residence Life staff and CSU Police promptly of any suspicious person loitering in the vicinity of your building or room.
- Never leave purses, wallets, jewelry and other valuables unattended in laundry rooms, pool or kitchen areas.
- Make a list of your valuables with a description and serial numbers and keep it on file. (Write your name in on or in textbooks to reduce thefts.)
- Never prop open any exterior entry door to your room. This compromises everyone’s safety.
- Never let a stranger into your room.
- Never light candles or open flames in your room.

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Safety Off-Campus
Any monitoring of crime off campus is done by the agency of jurisdiction where the crime took place; however, we are usually advised by the local agencies in question of the crime and offer any assistance available. Further, University Police is in daily contact with the Columbus Police Department via radio, and daily bulletins of crimes within the jurisdiction.

Substance Abuse and Counseling Services

CSU Policy and Programs to Prevent Drug and Alcohol Abuse
To prevent the use of illicit drugs and the abuse of alcohol, the policy of Columbus State University prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs. Alcohol use is limited to those 21 years of age and older and is restricted to specific areas and events.

Health Risks
Abuse and dependence upon alcohol and other psychoactive drugs are classified as a organic mental disorders by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; and significantly increased risk of suffering, death, pain, or important loss of freedom.

Substance Abuse Counseling Services
The Columbus State University Counseling Center provides individual counseling for substance abuse and other personal concerns to student of the university. All services of the center are provided without charge. Clients are informed of the nature and purpose of any assessment, treatment, educations, or training procedure and are given freedom of choice with regard to participation. When this center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.

Staffers refrain from unnecessary involvement in the determination and enforcement of disciplinary sanctions concerning individual students. In matters of discipline, the staff may provide assessment and consultative services to clients, colleagues, or units of the university in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

Employees of the university who are covered under the University System of Georgia Health Benefits and Life Insurance Plan are provided with coverage for the treatment of alcoholism and drug addiction through off campus agencies and medical facilities.

Legal Sanctions
The Official Code of Georgia provides for the following penalties for violations of alcohol and drug abuse laws.
- Possession of alcohol by persons under 21 years of age: $300 fine and/or 30 days imprisonment.
- Furnishing alcohol to persons under 21 years of age: $300 fine and/or 30 days imprisonment.
- Possession of alcohol by persons 21 years of age and over: $1,000 fine and/or 12 months imprisonment.
- Trafficking in drugs:
  - Felony drug possession: Up to 15 years imprisonment.
  - Trafficking in drugs: Up to 30 years imprisonment.

University Sanctions
In addition to possible fines and imprisonment for violation of local, state, and federal drugs laws, state legislation mandates the following specific sanctions for students and student organizations who unlawfully manufacture, distribute, sell possess, or use illicit drugs and/or alcohol.
- Students may suffer forfeiture of academic credit, suspension, and expulsion for the institution.
- Student organizations shall be expelled from campus and prohibited from using any property of facilities of institution for a minimum of one year.

Board of Regents policies have been amended to comply with these recent laws, and appropriate changes have been made to Columbus State University administrative procedures. All sanctions imposed by the institution are subject to review procedures authorized by Article IX of the bylaws of the Board of Regents.
Sexual Assault Policies and Definitions

Introduction
Sexual assault is a crime, prohibited by state law. The university affords certain rights to campus members who have been sexually assaulted. These rights include assistance in reporting the crime and in securing counseling and health services. Accused persons are subject to arrest, incarceration and prosecution through the court system. As Campus members, accused persons are subject to university judicial proceedings that may result in permanent expulsion or dismissal from Columbus State University. Campus action may proceed independently of action by local, state or federal authorities.

Columbus State University offers information regarding the prevention of sex offenses through its CSU Police Department. To obtain the information, contact CSU Police at (706) 568-2022.

Definition
Columbus State University defines sexual assault as offenses which include, but are not limited to, rape, sexual battery and aggravated sexual battery as they are defined in Chapter six (6) of the “Official Code of Georgia Annotated.” Sexual assault includes any physical sexual contact with a person who is unable to consent. A person who is unable to consent includes, but is not limited to:

- An unmarried person, under the age of 17.
- A person who is physically helpless (i.e., unconscious or incapable of communicating an unwillingness to engage in an act); or
- A person who is mentally incapacitated (i.e., one rendered in any way for initiating an inquiry or complaint who has been sexually harassed is encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. Likewise, if anyone in a supervisory capacity is made aware of such a complaint, he or she must bring the matter to the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. No person shall be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. Columbus State University's objective is to take whatever action may be needed to prevent, correct, and if necessary, discipline persons whose behavior violates this policy.

The Policy
Sexual assault should be reported immediately to CSU Police if the assault occurred on campus or to local law enforcement if the assault occurred off campus in Columbus. Staff of the Counseling Center, the Student Health Center, or CSU Police can assist a campus member with reporting the crime. Reporting sexual assaults may reduce the possibilities of future assaults and continued criminal behavior by the accused. A campus member who is accused of sexually assaulting another campus member is subject to criminal and civil prosecution in a court of law, and is also subject to proceedings which may lead to disciplinary action by Columbus State University. If the accused campus member decides to initiate criminal proceedings, the completing of a sexual assault kit is vital for any subsequent legal action. It is also important that the campus member report the assault immediately to law enforcement officials. CSU Police officers will be available to transport CSU members to a local hospital emergency room for a medical evaluation and to have evidence of the assault collected by law enforcement officials. The campus member will have the opportunity to speak with someone who can explain various options. The campus member has the right to file criminal charges with the appropriate prosecutor's office and to receive confidential psychological counseling and assistance from the Counseling Center. If the accused party is a student and the assaulted person decides to file charges on campus, a written statement of the incident must be submitted to the Office of Student Affairs. The Dean of Students will meet with each party individually, review the individual statements, conduct an investigation and direct the appropriate disposition of the case.

Rights of the Parties
In a judicial hearing, all parties have rights. These rights are outlined in the appropriate grievance and hearing procedure. A person who is identified as potentially dangerous may be removed from the university and is subject to revocation of university privileges.

Security Issues
A campus member will have options for, and assistance in, changing academic classes, university housing, and university working situations after an alleged sexual assault incident if such changes are warranted and reasonably available.

Complaint Procedure
Any member of the Columbus State University community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of the Affirmative Action/Equal Opportunity Officer or the Director of Human Resources. If you have any questions regarding any of these policies, call University Police at (706) 568-2022.

The following information may be helpful in dealing with CSU campus parking. If you have any questions regarding any of these policies, call University Police at (706) 568-2022.

• Motorized vehicles (including motorcycles) that park on campus or at CSU's Courtyard I and Courtyard II are required to have a university decal or hangtag. Hangtags, decals and temporary permits may be obtained at University Police Center. Decals for Courtyard apartment residents may be obtained at the Residence Life office. Permits are issued each August and are good until July 31 of the following year.

• Faculty, staff and students are responsible for their vehicles. (including parking citations) while the vehicles are located on university property.

• Two parking decals are included in the university access fee. Additional decals may be purchased from Bursars Office in University Hall for $4 each.

• Handicapped parking permits are issued by the state and will be displayed per state statute.

• Student decals should be affixed to the inside of the rear window on the lower left corner.

• Temporary permits will be placed on the dash in front of the driver or hung from the rear view mirror.

• Registration of vehicle with University Police doesn’t guarantee the availability of a parking space.

• All parking spaces on campus are designated faculty, staff, student, handicapped or visitor.

• Parking is allowed only in marked spaces. (See campus map for lots.) Vehicles not parked in appropriate spaces are subject to tickets and towing.

• Parking is also prohibited on university roads, drives, walkways, sidewalks and areas.

• Open parking in faculty/staff spaces (except lots 8 and 18) is allowed from 5:30 p.m.- 6:30 a.m. daily.

• The speed limit on all roadways and in parking lots at CSU is 15 mph.

• Vehicles parked illegally are subject to towing at driver-owner expense.

• Anyone accumulating four or more outstanding parking citations will be subject to having their vehicle towed. All fines must be paid prior to the release of the vehicle. The driver-owner is responsible for all towing and storage fees.

• University Police issues uniform traffic citations for moving violations on campus.

• Traffic citations issued for moving violations are adjudicated in Recorders Court, located on 10th street, beside the Muscogee County jail.

• All parking appeal forms should be submitted to Dean of Students located at the Schuster building within 30 days of the date of the ticket. Ticket must be paid prior to submitting appeal.

• Bicycles are not allowed in buildings and must be chained to a bike rack only.

Please contact University Police at (706) 568-2022 for further information regarding parking regulations at CSU.

University Parking Guidelines

Parking Lot Color Guides

- White spaces: student-visitor
- Blue spaces: handicapped
- Yellow spaces: no parking
- Green spaces: faculty-staff

Traffic fines

- Parking illegally in handicapped space $100, all other parking violations, $20.

Non-motorized vehicles

- Bicycles are not allowed in campus parking lots.
- Skateboards (skateboards, etc. not bicycles).
- Prohibited on university streets, sidewalks, buildings and lawn areas.
- To be operated during daylight hours.
- Allowed in parking lots away from parked vehicles.
- To be operated on campus by CSU faculty, staff or students. Games such as roller hockey are not allowed in campus parking lots.

Parking enforcement if the assault occurred on campus or to local law enforcement officials.

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Violent Crimes

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Residential Facilities</th>
<th>Public Property</th>
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Property Crimes

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Assistance Programs

The Counseling Center, CSU Police, Student Health, Student Life and Residence Life offices sponsor ongoing programs such as:
- Substance abuse
- Responsible decision making
- Security procedures & practices
- Sexual assault
- Health lifestyles

The University also participates in National Collegiate Drug & Alcohol Awareness Week and Sexual Assault Awareness Week.

For students seeking assistance with suspected alcohol or drug problems, the offices of Counseling Center and Student Health are available for initial dial and assistance in defining the extent of the problem. University employees with suspected alcohol or drug problems should seek assistance through Human Resources.

Disciplinary Actions

<table>
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<tr>
<th>Year</th>
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Hate Crimes

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</table>
Emergency Exits
- Do not open, hold open, or obstruct designated fire doors.
- Do not lock or otherwise close a fire door or exit door prevent or impede exit.
- Remove all obstruction from emergency exits and corridors.
- Do not obstruct fire alarm boxes, fire hoses, fire extinguisher, fire sprinkler heads, fire smoke detectors, or any other fire protection equipment.

Electrical Appliances
- Do not allow electrical appliances to be near common combustible materials.
- Observe good housekeeping practices. Do not allow concentrations of combustibles to collect or pile up, and regularly empty wastebaskets.
- When a fire alarm sounds, exit the building immediately.

Smoking
No smoking applies to any state buildings, including residence halls and apartments, by state law.

Emergency Situations
For emergency fire or medical assistance, call 706-568-2022 or 911. On campus, emergency call boxes are also available. Be prepared to give a clear description of the problem, your location (including hall, floor, and the nearest entrance), and your name and phone number. Residence Life staff are trained to assist in emergencies; utilize them in seeking help.

Emergency Fire Response
Eagle Security is notified when a fire alarm is activated and the Columbus Fire Department responds to fire alarms on campus. Fontaine Hall uses Alexander Systems Company for fire systems control.

Fire Safety in University Housing
- Fire drills are conducted in every building twice a year by university staff (residence assistants).
- Failure to comply with fire regulations may result in disciplinary actions, fines, penalties, and/or eviction.

Residence Hall Fire Control Systems Location of Sprinklers Alarm Types

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fire Control Systems</th>
<th>Location of Sprinklers</th>
<th>Alarm Types</th>
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<tbody>
<tr>
<td>Courtyard I (A-F)</td>
<td>Eagle Security</td>
<td>Bed/Bathrooms</td>
<td>Flashing Lights</td>
</tr>
<tr>
<td>Courtyard North (S-V)</td>
<td>Eagle Security</td>
<td>Bed/Bathrooms</td>
<td>Flashing Lights</td>
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<tr>
<td>Courtyard II</td>
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<td>Bed/Bathrooms</td>
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<tr>
<td>Maryland Circle</td>
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<td>N/A</td>
<td>Smoke</td>
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<tr>
<td>Maryland Court</td>
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<td>Rankin</td>
<td>Eagle Security</td>
<td>Bed/Bathrooms</td>
<td>Interior Strobes</td>
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<td>Oglethorpe</td>
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<td>Broadway Crossing</td>
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<td>One Arsenal</td>
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<td>Interior Strobes</td>
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<td>Fontaine Hall</td>
<td>Alexander Systems</td>
<td>Bed/Hallway</td>
<td>Interior Strobes</td>
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*** Courtyards C, I and North have exterior pull stations on balconies ***

Fire Log

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type/Case</th>
<th>Injuries</th>
<th>Deaths</th>
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</table>

*** Cases of arson would also be reported in the crime section of the safety report ***

Emergency Evacuation Statement
In the event of fire or other evacuation emergencies, all persons in affected premises must evacuate. The CougarAlert system may be activated if appropriate. CougarAlert is CSU’s version of a Connect-Ed system that allows university officials to send emergency messages via cell phone text message, voice recording to other phones and through e-mail. This system will only be used to communicate during emergencies. CougarAlert can reach up to three phone numbers per person, plus university e-mail addresses. The system allows students who provide a cell phone number to be reached during emergencies even if they’re not on campus, tuned into local news or checking e-mail. Because a delay can occur between a CougarAlert message being sent and actually reaching your phone, please don’t rely on this system for instructions during a sudden weather emergency, such as a tornado. When the county’s severe weather sirens are activated, go to the lowest part of your building and seek shelter away from windows. The alarm will sound again when it is safe to leave your shelter.
BART Mission Statement

The Behavioral Assessment and Recommendation Team is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Columbus State University students, faculty, staff, and visitors.

BART Goals

- Provide a safe physical environment for members of the university community
- Provide a safe emotional environment for the university community
- Promote peace of mind for friends and family of the university community

BART Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chip Reese</td>
<td>Dean of Students</td>
<td>706-507-8730</td>
</tr>
<tr>
<td>Rus Drew</td>
<td>Chief CSU Police</td>
<td>706-568-2022</td>
</tr>
<tr>
<td>Dan Rose</td>
<td>Director Counseling Center</td>
<td>706-507-8740</td>
</tr>
<tr>
<td>Tom Hackett</td>
<td>Provost and Vice President Academic Affairs</td>
<td>706-507-8968</td>
</tr>
<tr>
<td>Dana Larkin</td>
<td>Asst. Dean of Students RiverPark Campus</td>
<td>706-507-8333</td>
</tr>
<tr>
<td>Laurie Jones</td>
<td>Director Human Resources</td>
<td>706-568-2005</td>
</tr>
<tr>
<td>Becky Tew</td>
<td>Director Health Center</td>
<td>706-507-8620</td>
</tr>
<tr>
<td>Dorinda Dowis</td>
<td>Faculty Criminal Justice</td>
<td>706-568-2057</td>
</tr>
<tr>
<td>Jonathan Lucia</td>
<td>Director Residence Life</td>
<td>706-507-8716</td>
</tr>
<tr>
<td>Robin Peacock</td>
<td>Housing Manager RiverPark Campus</td>
<td>706-507-8035</td>
</tr>
<tr>
<td>Susan Lovell</td>
<td>Director Enrollment Management</td>
<td>706-507-8806</td>
</tr>
<tr>
<td>Joy Norman</td>
<td>Coordinator Disability Services</td>
<td>706-507-8755</td>
</tr>
<tr>
<td>After Hours</td>
<td>Columbus State Police</td>
<td>706-568-2022</td>
</tr>
</tbody>
</table>

It is the responsibility of faculty, staff, and students to immediately report any situation that could result in harm to anyone at the university. These reports may be directed to the Behavioral Assessment and Recommendation Team or the Counseling Center depending on the nature of the concern. However, when there is an active or immediate risk of violence to self or others the University Police should be contacted at 706-568-2022.

Report these Behaviors to

BART (Behavior Assessment and Recommendation Team)

- Violent fantasy content
- Anger problems
- Fascination with weapons and accoutrements
- Homicidal ideation
- Stalking
- Non-compliance or disciplinary matters
- Academic misconduct and dishonesty
- Interest in previous shooting situations
- Victim/martyr self-concept
- Strangeness and aberrant behavior
- Paranoia
- Violence and cruelty
- Acting out
- Recent police contact
- Mental health history related to dangerousness
- Unusual interest in police, military, terrorist activities and materials

Report these Behaviors to

Student Counseling Center

- Anxious, depressed or overwhelmed
- Prolonged and significant difficulty with the demands of college
- Test, math, or writing anxiety
- Pattern of relationship problems
- Speaking or writing that seems bizarre
- Loner
- Expressionless face / anhedonia
- Use of drugs and/or alcohol
- Suicidal ideation

Submitting a written report to the Behavioral Assessment and Recommendation Reporting System

1. Log into CougarNet
2. Select the Faculty, Staff or Student Tab
3. Click on the BART icon
4. Fill out the form

Submitting a verbal report to the Behavioral Assessment and Recommendation Team (BART)

1. Select a member of the Behavioral Assessment and Recommendation Team from the names listed in this brochure
2. Call the BART member and tell them what you observed or heard from another, explaining why this concerns you

Submitting a report to the Counseling Center

1. Call the Counseling Center at 706-507-8740, or
2. Submit a "Referral Form" at: www.ColumbusState.edu/counsel/information.php
How to Report Missing Persons

Any person (student, faculty or staff) believed to be missing from the campus shall be reported to CSU police at 706-568-2022. CSU police will generate a missing person report and initiate an investigation. After investigating the missing person, CSU police should determine that the person(s) is missing and has been missing for more than 24 hours. CSU police will notify the person’s emergency contact no later than 24 hours after the person(s) is determined missing...
The contact information is confidential and this information will be accessible only to authorized campus officials and law enforcement, and will not be disclosed except for the missing person investigation.

If an employee is reported missing to CSU police, the department may notify other local police departments in the jurisdiction where the employee live. CSU police will assist those agencies, as appropriate, in conducting an investigation.

Cougar Safe:
Know Your Stuff to Protect Your Stuff

The Columbus State University Police Department is proud to present CougarSafe.
CougarSafe is a user-friendly online database, which allows students, faculty and staff to record and securely save serial numbers and basic information on their personal property. In the event of a loss or theft, whether on or off campus, your information is on file to help you and the authorities recover your property.

To access CougarSafe, go to Cougarnet>ISIS>Personal Information>CougarSafe.