



CITATION REFERENCE

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Policy Statement

The College of Coastal Georgia ('Coastal Georgia') is committed to maintaining a safe and secure environment. The Clery Act is a federal law requiring higher education institutions participating in federal financial aid programs to disclose crime and fire statistics, provide campus safety and security policy statements, and update the campus community regarding Clery Act crimes.

The guidelines contained in this policy are intended to ensure compliance with the Clery Act's crime and fire reporting and disclosure obligations. This Act mandates reporting specified crime statistics on and near the campus and providing other safety and crime information to the campus community. Interpretation of the Clery Act is frequently refined by U.S. Department of Education guidance.

Coastal Georgia shall each year in the Clery Act Annual Security Report (ASR) disclose, as required by 34 CFR § 668.46(k), a summary of each type (including student, faculty, and staff) of VAWA Sexual Misconduct disciplinary proceeding used by the institution.

Reason for Policy

This policy ensures compliance with the Jeanne Clery Act, a federal law passed in 1990 that established college-wide standards for commitment to the safety and well-being of all campus community members at all institution locations. It also incorporates requirements from the Violence Against Women Act (VAWA) and 2024 updates to Title IX regulations.

Entities Affected by This Policy

All Coastal Georgia personnel responsible for campus security and offices and individuals with significant responsibility for student and campus activities are classified as Campus Security Authorities ('CSAs') under the Clery Act. They have specific crime reporting obligations under the law.

Who Should Read This Policy

All Coastal Georgia staff, faculty, and students on the Brunswick main campus, Camden Center, and Coastal Teaching Kitchen in downtown Brunswick.

Contacts

Contact	Phone	Email
Daniel Floyd, Interim Chief of Police	912.279.5990	dfloyd@ccga.edu
Jim Lynch, Clery Compliance Coordinator	912.279.5713	jlynch@ccga.edu

Website Address for This Policy

- <https://www.ccg.edu/clerycompliance>
- Administrative Policies & Procedures (posted on HR Intranet web page)

Related Documents/Resources

- [CAS Incident Report Form](#)
- [CAS Annual Disclosure Form](#)

Key Definitions

Annual Security and Fire Safety Report (ASFSR)

Coastal Georgia will publish and disseminate the ASFSR annually by October 1. This report contains the institution's crime and fire statistics for the last three calendar years and outlines institutional security measures. The ASFSR also includes detailed safety procedures, such as sexual assault response, firearm use policies, behavioral interventions, and alcohol and drug policies.

The ASFSR will be made available through the Department of Public Safety, Human Resources, and Admissions web pages. Notification of its availability will be sent annually to the campus community, with instructions for requesting paper copies. Prospective students and employees will also be informed about how to access the report.

Campus Security Authority (CSA): Clery-specific term that encompasses certain departments, groups, and individual employees who, by virtue of their responsibilities at Coastal Georgia and under the Clery Act, are designated to receive and report criminal incidents to campus police so that they may be included and published in the ASFSR.

Campus Security and Access Control

The College prioritizes safety through controlled access to campus facilities, regular security patrols, and extensive video monitoring. The Department of Public Safety maintains a 24/7 presence on both the Brunswick and Camden Center campuses. Security personnel inspect and lock academic and administrative buildings at the close of each business day. Residence halls are secured via keycard systems, with additional patrols and video surveillance. The College holds regular safety walks to identify areas requiring improved lighting or other safety enhancements.

Clery Act Crimes: Crimes required to be reported annually include murder and negligent/non-negligent manslaughter; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for

liquor law violations, drug law violations, and weapons law violations.

Clery Compliance Coordinator

Works collaboratively with various offices on campus to develop, implement, and oversee programs that ensure the institution's overall compliance with the Clery Act and associated regulations. Ensures that all Campus Security Authorities receive annual training on their Clery Act responsibilities. Coordinates the compilation and publication of the Annual Security and Fire Safety Report (ASFSR).

Clery Compliance Committee: Supports the Clery Compliance Coordinator by ensuring that CSAs disclose crimes promptly; assists in developing, writing, reviewing, and ensuring the accuracy of the ASFSR and campus policies required to be included in the ASFSR; assists in programming, developing, and providing training and outreach efforts on the campus for compliance; and reviews the Coastal Georgia Clery policies and procedures annually to ensure compliance.

Clery Geography Map: Includes On-Campus Property, Non-Campus Property, Public Property, and areas within the patrol jurisdiction of the campus police.

Collaboration with Law Enforcement

Coastal Georgia works closely with local law enforcement agencies, including the Glynn County Police Department and Camden Center authorities. Mutual aid agreements facilitate collaboration across jurisdictions in emergencies. Additionally, Coastal Georgia maintains access to state and federal law enforcement databases to support its public safety operations.

Crime and Fire Statistics Disclosure

Coastal Georgia must report Clery Act crimes occurring within its Clery geography. These crimes include, but are not limited to, murder, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, dating violence, domestic violence, and stalking. The ASFSR will provide crime data for the Brunswick campus, Camden Center, and any additional off-campus sites within the College's patrol jurisdiction. The statistics are compiled by the Clery Compliance Coordinator in collaboration with the Department of Public Safety and local law enforcement. The updated report is submitted to the U.S. Department of Education annually.

Missing Person Notification

Coastal Georgia adheres to federal guidelines requiring notification of designated contacts within 24 hours of determining a student in on-campus housing is missing. The College's Department of Public Safety will coordinate with local law enforcement agencies to locate missing students and ensure compliance with the Higher Education Opportunity Act (HEOA). Additionally, students may designate a confidential contact to be notified in case of such emergencies.

Prevention and Awareness Programs

Coastal Georgia maintains comprehensive, ongoing programming to prevent dating violence, domestic violence, sexual assault, and stalking. These initiatives, updated yearly in accordance with VAWA, are integrated into new student orientation and faculty/staff training. Additionally, primary prevention and awareness programs are offered for incoming students and new employees, while ongoing campaigns address risk reduction and bystander intervention strategies.

Record Retention

In compliance with federal and state law, Coastal Georgia will maintain records related to Clery Act reporting for a minimum of seven years. This includes daily crime logs, timely warning notices, emergency notifications, and disciplinary proceedings associated with sexual misconduct and other reportable crimes.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment, and stalking. For more information, please see the Sexual Misconduct Policy at <https://www.coga.edu/title-ixsexual-misconduct/>.

Timely Warnings and Emergency Notifications

Timely warnings will be issued to inform the campus community about ongoing or potential threats from Clery Act crimes. Coastal Georgia uses the **Nixle alert system** to notify students, faculty, and staff promptly. Alerts will include crime details, protective measures, and any known suspect information, as appropriate. Emergency notifications for significant threats, such as severe weather or hazardous situations, will be communicated through multiple channels, including email, text alerts, and the outdoor siren system. Emergency response drills, including evacuation exercises, will be conducted annually to ensure preparedness, with records kept by the Department of Public Safety.

VAWA: Violence Against Women Reauthorization Act of 2013 amendments to the Clery Act, Public Law 113-4 Section 304.

VAWA Sexual Misconduct: Dating violence, domestic violence, sexual assault, and stalking as defined by this policy, whether or not it is alleged to have occurred on- or off-campus. VAWA Sexual Misconduct need not be on the basis of sex.

Overview

In accordance with the requirements of the Clery Act, the College will:

- Issue timely warnings, alerting the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community.
- Issue emergency notifications concerning a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus."
- Provide prevention and awareness programs for students and employees regarding dating violence, domestic violence, sexual assault, and stalking.
- Maintain daily crime and fire logs of all reported crimes and fire-related incidents.
- Compile and disclose statistics of reports on Clery crimes reported for the Brunswick campus, Camden Center, and the immediately adjacent public areas.
- Collect reports of Clery Crimes made to the Department of Public Safety, local law enforcement, College officials, and others associated with the institution who have significant responsibility for student and campus activities.
- Create and publish an annual report to the U.S. Department of Education disclosing statistics of Clery crimes reported over the past three calendar years, including institutional policies and procedures addressing campus security and safety.
- Distribute and publicize the Annual Security and Fire Safety Report (ASFSR).

- Identify Campus Security Authorities (CSAs) and notify these individuals of their obligations under the Clery Act to report crimes that they witness or are reported to them and participate in annual Clery Act training.
- Work with the Department of Public Safety to create, establish, and conduct programs to educate the campus and surrounding community about the obligations of the Clery Act and to promote campus awareness of all crime and safety-related issues at all institution locations.
- If a person is reported as missing, contact the appropriate campus offices and notify local law enforcement with jurisdiction in the geographical area; i.e., Brunswick main campus, Camden Center, and Coastal Teaching Kitchen in downtown Brunswick.
- Provide prevention and awareness programs for students and employees regarding dating violence, domestic violence, sexual assault, and stalking.
- Provide written notifications to victims about their rights, options, and available resources, both on- and off-campus.
- Coordinate Clery Act compliance efforts with Title IX compliance, especially regarding the handling of sexual violence cases.

Key Requirements

In accordance with the requirements of the Clery Act, Coastal Georgia shall:

Disclose Crime Report Statistics

The Clery Act requires institutions to include statistics related to certain types of crimes that occur in certain locations. Specific crimes that must be reported are called Clery Act crimes. Coastal Georgia is required to submit statistics on Clery Act crimes along with an annual security report to the U.S. Department of Education by October 1 of every year.

The U.S. Department of Education's Office of Postsecondary Education released [The Handbook for Campus Safety and Security Reporting](#) (CSSR Handbook) as guidance. Coastal Georgia consults the CSSR Handbook and the Federal Bureau of Investigation's Uniform Crime Reporting Handbook for legal definitions of Clery Act crimes.

The CSSR Handbook breaks down the Clery Act crimes into four broad categories: criminal offenses, hate crimes, Violence Against Women Reauthorization offenses, and incidents and arrests that involve disciplinary action. Specific lists of crimes that fall under each category and need to be reported under the Clery Act are referenced in the CSSR Handbook.

Identify & Train Campus Security Authorities (CSAs)

Coastal Georgia will continuously identify the roles that fit the criteria for CSAs and inform those holding these positions of their legal duty to report all alleged Clery Crimes that they witness or are informed about that may have occurred in a Clery Reportable Location.

All CSAs must receive annual training on their duties and reporting requirements under the Clery Act. Through the D2L learning management system, Coastal Georgia will consistently offer this kind of instruction.

All CSAs will receive annual training on their responsibilities, which includes training on the effects of trauma and implicit bias. This training will also cover Coastal Georgia's policies and procedures for responding to reports of sexual violence, dating violence, domestic violence, and stalking.

Issue Timely Warnings

Timely warnings are issued without delay as soon as the pertinent information is available. Timely warnings will not include the names and other identifying information of complainants. The decision to issue a timely warning is made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts.

Timely warnings are disseminated for those crimes required by law and for other reported crimes as deemed appropriate under the circumstances and include the following crimes: homicide, robbery, burglary, sexual assault, arson, aggravated assault, and hate crimes.

The SGSC Police Department also evaluates Campus Security Authorities (CSAs) reports to determine if a warning must be disseminated. CSAs are individuals who, because of their responsibilities at SGSC, must share information with the institution about alleged Clery crimes that are either reported to them or personally witnessed by them.

Once the initial crime report has been received, the Chief of Police or Lieutenant will be contacted to share information about the crime and potential threats to safety that may exist in connection with the crime. Criteria to be evaluated include the nature of the crime, continuing danger to the campus community, and the risk of compromising law enforcement efforts. The Chief of Police or Lieutenant sends timely warnings and updates to the campus community.

Issue Emergency Notifications

Coastal Georgia is required to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, students, and visitors occurring on the Brunswick campus and Camden Center in Kingsland, Georgia. Emergency events may be localized; therefore, notifications may be tailored exclusively to the segment of the campus community at risk. Coastal Georgia must also have emergency response and evacuation procedures specific to its on-campus facilities. A summary of these procedures must be disclosed in the ASFSR. Additionally, the emergency response procedures must be tested at least once annually.

Maintain Record Retention

Coastal Georgia conforms to guidelines established by the Clery Act, Georgia State law, and the USG Records Retention Policy for maintaining supporting Clery documentation. While some documents may be kept longer, Clery stipulates that those records be kept for a minimum of seven years. Retained documents include, but are not limited to:

- Crime reports
- Daily crime logs
- Records of arrests and referrals to the Office of Student Conduct for disciplinary action
- Timely warnings and emergency notifications

- Communications with local law enforcement and Campus Safety Authorities related to Clery Act compliance
- Correspondence with the U.S. Department of Education regarding Clery Act compliance
- All documents related to sexual violence cases, including any informal resolutions
- Copies of notices to the Campus Community regarding the availability of the Annual Security and Fire Safety Report

Maintain Daily Crime and Fire Logs

The Police Department generates public crime and fire logs daily from reports made to them through their central dispatch office, from Campus Security Authorities, and local law enforcement agencies. Entries are made and updated within 2 business days. Log entries are recorded in the order received and include: the nature, date, time, general location, and disposition (if known) of reported crimes. Crime and fire logs are publicly available for inspection in person at the Police Department during regular business hours. The public crime and fire log entries are archived from the website monthly, with the most current 60 days publicly available, and retained electronically for seven years. Archived copies will be available for public inspection within two business days of a request.

Compile, Report, and Publish Fire Data

The Office of Residence Life & Housing will compile Clery-related data for the ASFSR. Higher Education Opportunity Act of 1998 (HEOA) regulations require the Office to collect and disclose fire statistics for each on-campus student residence hall separately and the off-campus residence facility for the three most recent calendar years for which data is available. Each facility must be identified by name and street address in the statistics, regardless of whether a fire has occurred. Additionally, the ASFSR includes a description of each student housing facility's fire protection systems. These descriptions should include mechanisms or systems for detecting, warning, and controlling a fire (fire extinguishers, fire entrances, posted evacuation routes, etc.). The Office will submit the ASFSR to the Clery Compliance Coordinator for inclusion in the statistics reported to the U.S. Department of Education.

Provide Prevention and Awareness Programs

Coastal Georgia maintains comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. These programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research or assessed for value, effectiveness, or outcome, and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs include primary prevention and awareness programs for incoming students and new employees; ongoing prevention and awareness campaigns for students and employees; safe and positive options for bystander intervention; information on risk reduction; definitions of dating violence, domestic violence, sexual assault, stalking, consent, and bystander intervention; reporting procedures and options for victims; and procedures for institutional disciplinary action.

These programs will be offered on an ongoing basis throughout the year, not just at the beginning of each academic term. They will cover topics such as Coastal Georgia's prohibition of dating violence, domestic violence, sexual assault, and stalking, safe and positive options for bystander intervention, information on risk reduction, and information on Coastal Georgia's institution's policies and procedures after a sex offense occurs.

Ensure Victim Rights, Options, and Resources

The Clery Act stipulates that victims of sexual assault, domestic violence, dating violence, and stalking have certain rights, choices, and resources. The Clery Act also stipulates certain rights for those accused of sexual assault, domestic abuse, dating violence, and stalking.

Coastal Georgia is required to give victims of stalking, domestic abuse, dating violence, and sexual assault a written description of their legal options. These rights cover accommodation measures like moving or changing residence, access to transportation, or a course assignment. They also include aid with reporting a crime to law enforcement, access to counseling services, and legal services. Every year, participants in all disciplinary procedures must get training on topics such as stalking, sexual assault, domestic violence, and dating violence. They must also learn how to conduct hearings and investigations in a way that upholds victim safety and fosters responsibility. The accuser and the accused must have certain procedural rights, including the right to a chosen advisor, equal and timely access to information used in any disciplinary meeting or proceeding, and simultaneous written notification of the finding and sanction (and the justification for each). Disciplinary proceedings must also be prompt, impartial, and fair.

Victims have the right to request accommodations and protective measures regardless of whether they choose to report the crime to law enforcement or campus authorities. Coastal Georgia will provide written notification to victims about options for available assistance and how to request changes to academic, living, transportation, and working situations or protective measures. Additionally, the institution will provide written notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Offer Sex Offender Information

Coastal Georgia's Department of Public Safety, in compliance with the Campus Sex Crimes Prevention Act, which tracks convicted, registered sex offenders enrolled as students at higher education institutions or working or volunteering on campus, makes the following information available to the campus community to allow them to be aware of the condition of their environment concerning known sex offenders. In Georgia, convicted sex offenders must register with the State of Georgia Department of Corrections. You may obtain State information on individuals registered as sex offenders by visiting the [Georgia Bureau of Investigation Sex Offender Registry](#).

Confidentiality and Reporting Options

Coastal Georgia will:

- Clearly explain the different reporting options available to victims, including confidential resources.
- Describe how the institution will protect the confidentiality of victims and other necessary parties,

including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim to the extent permissible by law.

- Explain that completing a forensic examination would not require someone to file a police report.

Supportive Measures

Coastal Georgia will:

- Offer supportive measures as appropriate to restore or preserve a person's access to education programs or activities or provide support during the grievance process. Supportive measures are available in the absence of a formal complaint or after a complaint's dismissal. Supportive measures must be designed to protect the parties' safety or the educational environment. They cannot be "unreasonably burdensome" to either party or imposed for punitive or disciplinary reasons.
- Allow parties to seek modification or reversal of a decision to provide, deny, modify, or terminate supportive measures applicable to them.

Pregnancy Discrimination

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

The Department of Education's Office for Civil Rights' pamphlet entitled [Supporting the Academic Success of Pregnant and Parenting Students](#) Under Title IX of the Education Amendments of 1972 includes strategies that can be used to address the educational needs of students who become pregnant or are parenting. Although this pamphlet focuses on secondary schools, the legal principles apply to all recipients of federal financial assistance, including postsecondary institutions. For more information, please visit <https://www.coga.edu/title-ixsexual-misconduct/>.

VAWA Sexual Misconduct Disciplinary Proceedings

Coastal Georgia prohibits crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in this policy. This policy covers alleged misconduct, whether or not it is alleged to have occurred on or off-campus, and whether or not it is on the basis of sex.

All VAWA Sexual Misconduct proceedings will include "a prompt, fair, and impartial process from the initial investigation to the final result" as defined by 34 CFR § 668.46(k)(3)(i). For more information, please see the Sexual Misconduct Policy at <https://www.coga.edu/title-ixsexual-misconduct/>.

Key Responsibilities

The following section identifies key individuals and departments with the authority and responsibility to perform the various duties outlined in this policy to comply with the Clery Act. This organizational separation of responsibilities reflects that Clery Act compliance is an institutional responsibility.

Party	Responsibility
Admissions	<ul style="list-style-type: none"> List the online location of the ASFSR to prospective and current students. Provide a copy of the ASFSR upon request to prospective and current students.
Athletics	<ul style="list-style-type: none"> Provide necessary information and updates regarding policies, training, or related material that may affect Clery processes or the contents of the ASFSR. Offer travel documentation to the Department of Public Safety to assess Clery Act Non-Campus property reporting obligations. Provide student-athlete misconduct data to the Department of Public Safety.
Public Safety	<ul style="list-style-type: none"> Issue timely warnings alerting the campus community (Brunswick and Camden Center) about Clery-related crimes. Disseminate emergency notifications to the campus community (Brunswick and Camden Center) when necessary. Investigate all reports of students residing in on-campus housing who are believed to be missing in cooperation with other law enforcement agencies and College officials, as necessary. Hold Clery Act-related educational programs and sponsor safety awareness programs. Conduct a test of emergency response and evacuation procedures on at least an annual basis and publicize the emergency response and evacuation procedures to the campus community in conjunction with at least one test per year. Manage the Emergency Notification System. Compile and maintain a daily crime log and make it available for public inspection. Collect crime statistics from Campus Security Authorities and local law enforcement agencies.
Clery Compliance Coordinator	<ul style="list-style-type: none"> Direct, collaborate, and coordinate Clery Act reporting and compliance for all Clery geography locations. Coordinate a Clery Compliance Committee to review policies and regularly ensure compliance with the Clery Act. Produce, publish, and distribute a notice of the availability of the ASFSR to current employees, enrolled students, prospective employees, and prospective students. Compile statistics by type, location, and year for reportable crimes under the Clery Act reported on Clery geography locations. Submit crime statistics to the U.S. Department of Education for reportable crimes under the Clery Act by type, location, and year for the preceding year.
	<ul style="list-style-type: none"> Oversee the institution's response to all reports and complaints of sex discrimination to ensure prompt and effective handling. Coordinate the implementation of supportive measures for affected parties. Ensure all relevant personnel receive proper training on Title IX policies and procedures, including trauma-informed approaches and implicit bias awareness. Conduct an initial assessment of all reports and complaints of sex discrimination to determine appropriate next steps. Inform complainants of the availability of supportive measures with or without filing a formal complaint. Explain the process for filing a formal complaint and the grievance process that would follow. Determine whether to sign a formal complaint when a complainant chooses not to do so, considering the safety of the campus community.

Party	Responsibility
Title IX Coordinator	<ul style="list-style-type: none"> Oversee the grievance process for formal complaints, ensuring it is prompt, equitable, and in compliance with institutional policy and Title IX regulations. Coordinate with other campus offices (e.g., Student Affairs, Human Resources) to ensure consistent application of policies related to sex discrimination. Monitor outcomes of all reports and complaints to identify and address any patterns or systemic problems. Maintain accurate records of all reports, investigations, and resolutions in a confidential manner. Conduct periodic assessments of the institution's Title IX policies and procedures to ensure effectiveness and compliance with regulations. Serve as the primary point of contact for government inquiries related to Title IX compliance. Coordinate Clery Act compliance efforts with the Clery Compliance Coordinator, especially regarding the handling of sexual violence cases.
Campus Security Authorities (CSAs)	<ul style="list-style-type: none"> Understand the requirements of the Clery Act pertaining to reportable crimes and undergo annual Clery training and education. Record and immediately notify the Department of Public Safety of any alleged, actual, and/or potential crimes they have been made aware of or witnessed. Respond to an annual request for verification that they have reported all crimes reported to them or certify they have not received any crime reports. Notify the Title IX Office of sexual harassment crimes as defined by the Title IX regulations.
Human Resources	<ul style="list-style-type: none"> Notify prospective employees of the online location of the ASFSR and offer a brief description of the report; offer a paper copy of the ASFSR to potential employees upon request. Immediately report any and all alleged, actual, and/or potential crimes witnessed or reported occurring in a Clery reportable location to campus police for consideration of a timely warning or emergency notification, inclusion in the annual crime statistics, and entry on the crime log, as necessary. Annually provide all conduct referral data for alleged law violations to the Clery Compliance Coordinator for inclusion in the ASFSR. Assist the Clery Compliance Coordinator annually in identifying positions that may be Campus Security Authorities.
Student Affairs	<ul style="list-style-type: none"> Promote the Student Code of Conduct to students to minimize behavior inconsistent with the institution's core values. Report any Clery Act-related crimes to the Department of Public Safety. Work with the Department of Public Safety to ensure all data is appropriately and accurately reported in the ASFSR. Provide all conduct referral data for alleged violations of law to the Clery Compliance Coordinator for inclusion in the ASFSR. Report any information or suspicion that a student residing in on-campus housing may be missing to the Department of Public Safety.

Forms

- [CAS Incident Report Form](#)
- [CAS Annual Disclosure Form](#)

Appendices

- None