

# *Calhoun Community College Annual Campus Safety and Security Reporting 2016*

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## **1 Preface**

The information contained in the Calhoun Community College *Annual Campus Safety and Security Report* is provided to members of the campus community in compliance with the *Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act*. The Calhoun Community College collects statistical crime data from internal records from campus police authorities. Calhoun makes a good faith effort to obtain statistics from local jurisdictions within our demographic area.

## **2 About Calhoun Community College Campuses**

The Decatur Campus (Main Campus) is situated on approximately 110 acres alongside Pryor Field Airport on Hwy. 31N in Limestone County, Alabama, within the city of Decatur. Also adjacent to the Main Campus on Sandy Road and Hwy 31, there are 29 acres which are fenced in for Commercial Driver's License Training.

The Huntsville Campus is situated on approximately 50 acres located off Wynn Drive and Old Madison Pike in Huntsville, Alabama and the Alabama Center for the Arts is situated on approximately two (2) acres located on Second Street in the City of Decatur, Alabama.

### **Calhoun Community College Campus Police Services**

The Calhoun Community College Police Department is located on the Main Campus, Building 6. The Calhoun Community College Huntsville Police Department is located in Phase I south end, near the front foyer. The Alabama Center for the Arts Police Department is located in Phase I on the second floor beside the elevator and Room 129 in Phase II.

Campus Police Officers conduct vehicle, bicycle, and foot patrols on campus. Responsibilities include monitoring the campus and providing basic police services such as the enforcement of state and local laws, and rules and regulations of CCC. Responsibilities also include the full range of public safety services dealing with incident reports, campus investigations, medical and fire emergencies, traffic accidents and enforcement of laws regulating the use of alcohol, drugs and weapons. Campus Police also will assist with "jump offs" and unlocking car doors if keys are misplaced. Campus Police have full arrest powers and are authorized to carry weapons in accordance with Statute 16-22-1 of the Code of Alabama.

Calhoun Community College is firmly committed to providing a safe and secure campus environment. Policies and Procedures are designed to ensure that every possible precautionary measure is taken protect persons and property.

### **3 Emergency Medical Response Procedures**

All Medical Emergencies should be referred to 9-1-1. When calling, ensure the campus location is given and the nature of the emergency. The correct emergency personnel will be contacted to assist in the situation. All medical emergencies are outlined in the Calhoun Community College Emergency Procedure Manual, pg. 13, 14, 15 and 16.

### **4 Emergency Preparedness Plan**

The primary purpose of the Emergency Preparedness Plan at Calhoun Community College is to ensure the continued health and safety of Calhoun students, employees, and campus visitors should any emergency event occur.

The College is committed to providing appropriate information to students, faculty, and staff to assist them during campus emergencies. The College has an [Emergency Procedures Manual](#) available for review in all campus offices and on-line, and posts evacuation maps in strategic locations. An Emergency Preparedness Committee (EPC) is charged by the President to review the manual on a regular basis and to suggest revisions and improvements to the Emergency Response Procedures in order to maintain and improve those processes. The EPC has recommended that all college employees receive emergency response and evacuation training at least once a year, preferably during the College's annual In-Service meetings held at the beginning of Fall semester and during the Spring semester. The College Administration also works with appropriate community emergency response agencies to test, evaluate, and upgrade the Emergency Preparedness Plan on a regular basis. When feasible, the College conducts mock emergency drills to simulate a variety of emergency events, such as domestic violence, terrorist attack, natural disaster, etc.

Calhoun Community College has two Emergency Notification systems currently in place. The primary emergency notification tool is [CCC ALERT](#). Each student, faculty and staff member is automatically enrolled in [CCC ALERT](#) through their Calhoun SPACE (email) account. In addition, students and employees are encouraged to add additional phone numbers and/or email addresses they wish to be used for notification of emergency situations. [CCC ALERT](#) allows for both text and voice messages on cell and/or land lines, as well as email messages. In the event of an emergency of any kind, messages are sent to all [CCC ALERT](#) recipients in a matter of minutes. The system has been tested several times during the past year for weather-related closings and has performed as expected. A second emergency notification tool used by the College is a public announcement intercom system installed on both campuses. The intercoms can be activated either for individual buildings or for campus-wide messages through phone communications. The system is initiated by specified individuals appointed by the President. Pre-written scripts for those communications are provided to the appropriate individuals in order to standardize the messages and to enhance the speed and efficiency of dispersing emergency information to the Calhoun campus community.

To execute the Emergency Preparedness Plan, Calhoun Community College has a designated Crisis Management Team. The Team is the direct line of authority for making decisions, implementing policies, and disbursing information. Members of the Crisis Management Team include:

- President
- Vice-President for Instruction & Student Success
- Dean for Business & Finance
- Dean for Huntsville/Research Park (only if disaster is at the Huntsville campus)
- Dean of Student Services
- Assistant to the President for Public Affairs, Community Relations and Special Events (Public Relations)
- Maintenance Supervisor
- Local EMA Director
- Director of Campus Police
- Director of Admissions/Registrar
- Director of Information Technologies

In the event of an emergency, the Crisis Management Team is automatically activated, and remains active throughout the duration of the crisis or until such time that the campus environment is safe and reasonable operations can be resumed. Under all other circumstances, only the President or his/her designee has the authority to activate the Team. In the absence of the President, the line of authority to activate the Team shall be (in descending order) as follows:

- Vice-President for Instruction & Student Success
- Dean for Business & Finance
- Dean of Student Services
- Director of Admissions/Registrar

Upon notification of an emergency, the Crisis Management Team will convene in a designated Emergency Operations Center (EOC). The following facilities have been designated as primary EOC locations:

- Decatur Campus, Site 1: Math/Science Building – President’s Conference Room
- Decatur Campus, Site 2: Information Technologies Conference Room
- Huntsville/Research Park: Dean’s Conference Room

The President or his/her designee serves as the EOC Commander. The EOC Commander shall appoint an Incident Commander (IC) charged with front-line management, tactical planning and execution, determination of the need for outside assistance, and for relaying requests for internal and external assistance. The following individuals are designated Incident Commander appointees, in descending order:

- Vice-President for Instruction & Student Success
- Dean of Business & Finance
- Maintenance Supervisor

To most efficiently manage the information flow regarding any emergency situation, the College's Public Relations department serves as the Point of Contact for local media and community information requests.

Non-Emergency Calls for the Decatur (Main) Campus should be directed to Campus Police at 256-306-2575. For the Huntsville Campus, non-emergency calls should be directed to Campus Police at 256-890-4711. For the Alabama Center for the Arts Campus Police, non-emergency calls should be directed to Campus Police at 256-476-0884.

## **5 Campus Police Authorities**

The Calhoun Community College Police Department is granted its authority and jurisdiction from the Alabama Legislature through the Code of Alabama sections 16-22-1 and 16-22-2.

Response to Dating Violence, Domestic Violence, Stalking and Sexual Assault (SaVE Act)  
This following information could be accessed on the website under Student Resources. Next you would click on the Students Right-to-Know and then scroll down to Health and Safety and then click Campus SaVE Act.

## **6 Campus SaVE Act**

In March of 2013, the campus sexual violence elimination act was passed by congress as part of the reauthorization of the violence against women act (campus save act). The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the annual security report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community.

### **6-1 Policy Statement**

All Individuals have the right to a safe campus environment free from threats of violence. Harming another person by committing any form of domestic violence, dating violence, sexual assault, or stalking, as defined under Alabama State Law, is strictly prohibited.

According to Calhoun Community College Policy and Procedure Manual, the following procedure will be followed:

Calhoun Community College is firmly committed to providing a safe and secure campus environment.

- A. The Calhoun Community College Police Department will conduct a full investigation into the crime.
- B. If assistance from another agency is needed, a request will be made to one of several local agencies.

- C. All information will be kept confidential in accordance with State Law.
- D. The victim (s) will be informed of the steps of the investigation and well as the steps of the judicial system.
- E. The Dean of Students will be notified of any of the listed crimes that involve students at Calhoun Community College.
- F. The Human Resources Director will be notified if of any of the listed crimes involve Calhoun Community College employees.

## **7 Harassment Policy**

Calhoun Community College has a commitment to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Not only is such harassment or discrimination a violation of the policies of the Alabama Community College System, it is an institutional policy that any practice or behavior that constitutes such harassment or discrimination shall not be tolerated on any Calhoun campus or site, or in any division or department, by any employee, student, agent, or non-employee on any College property or while engaged in any College-sponsored activity. It shall also be a violation of this policy for a person to engage in such harassment or discriminatory practice or behavior through the use of any College-owned or College controlled communication process, system or device.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.

Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to such innocent conduct as occasional compliments on another's appearance; it refers to behavior with sexual connotations that would have the effect of interfering with, or the tendency to interfere with, the work, educational, or social environment of its victims. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex, and occurs when it consists of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may include, but is not be limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature;
3. Subtle pressure for sexual activity;
4. Threats or coercion used for the purpose of soliciting sexual favors;
5. Displaying pictures or other objects which are sexual in nature that would have the tendency to create a hostile or offensive environment and serve no legitimate business purpose;
6. Repeated conduct that has the effect of causing, or intent to cause, discomfort or humiliation, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes;
7. Repeated conduct that has the effect of causing, or the intent to cause, discomfort or humiliation in the form of (i) touching, patting, pinching

Any student who is the victim, or intended victim, of sexual harassment should report the matter to the office of the Dean of Student Services as soon as possible after the situation occurs. If the matter is determined by the Dean to involve sexual harassment, it shall also be reported to the President of the College and to the Vice Chancellor for Legal and Human Resources, who shall also be kept informed of the progress and results of the investigation of the complaint. Any subsequent adverse treatment incurred by the reporting party that appears to be retaliation of, or related to, the report of sexual harassment should also be brought to the attention of the office of the Dean of Student Services.

With further regard to relationships of a physical nature, Calhoun Community College employees determine the ethical and moral tone for this College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks which involve partiality, preferential treatment, or other improper use of position shall not be tolerated. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and a student for whom he or she has responsibility, or between any supervisor and an employee where preferential treatment results. Furthermore, such relationships have the potential of undermining the atmosphere of trust on which the educational process depends. Implicit in the concept of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinate employees there is always an element of power. Therefore, it is incumbent on those with authority not to abuse the power with which they are entrusted.

**In order to accommodate the resolution of such situations, Calhoun Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.**

## **7-1 Initial Steps**

Any student of Calhoun Community College who has a grievance against another student or a member of the Calhoun faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Dean of Student Services in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint using a formal "plan of resolution."

If the student's complaint requires a formal "plan of resolution," a written report must be submitted to the Dean of Student Services. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

## **7-2 Interim Resolution**

If the Dean of Student Services should determine that the grievance is of a nature that there should be imposed an interim resolution pending the outcome of the grievance procedure, the Dean of Student Services shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.

## **7-3 Formal Grievance Procedures**

A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file, within ten business

days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Dean of Student Services. Any grievance must be filed within 45 calendar days of the occurrence of the alleged discriminatory act or the date of which the Grievant became aware that the discriminatory act took place.

The Dean of Student Services will notify the student or a member of the Calhoun faculty, staff or administration of the charge(s) against him/her within five business days of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Dean of Student Services is unable to do so, then the Dean of Student Services may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

The College shall have thirty (30) calendar days from the date of receipt by the Dean of Student Services of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

#### **7-4 Investigation Procedure**

The Dean of Student Services shall have the right to conduct such preliminary hearing(s) as the Dean of Student Services or designee shall deem necessary to complete his/her investigation. The Dean for Student Services shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Dean of Student Services shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Dean of Student Services (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Dean of Student Services may, nevertheless, at his/her discretion, schedule a hearing on the grievance if to do so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

#### **7-5 Hearing Procedure**

In the event that the Dean of Student Services schedules a hearing, the Vice President or designee will appoint a qualified five-person committee. The Dean of Student Services shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President or Vice President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the

grievance. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative. A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Calhoun Community College. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may take into account the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

#### **7-6 Report of Findings and Conclusions**

Within five (5) working days following the hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). The report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendations(s) arising from the grievance and the hearing thereon.

#### **7-7 Resolution of Grievance**

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Dean of Student Services shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the grievance which shall be final and binding.

#### **7-8 Appeal Procedure**

The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into

consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Vice President for Academic Affairs of the College and Dean of Student Services requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
  - a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form available at ([calhoun.edu/ACCS](http://calhoun.edu/ACCS) Complaint) or at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:  
Alabama Community College System  
Attention: Office of the Vice Chancellor  
for Instructional and Student Services  
P.O. Box 302130  
Montgomery, AL 36130-2130
  - b) The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
  - c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
  - d) The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
  - e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
  - f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
2. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
3. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

## **7-9 Exceptions**

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violation of law, Calhoun Community College policy, or standards of appropriate conduct, the President may, in his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

## **8 Drug and Alcohol Policy**

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct – legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

### **8-1 Drug Policy Standards of Conduct and Enforcement**

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

### **8-2 Legal Sanctions**

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. A brochure titled "Drug Policy: In Compliance with the Drug Free Schools and Communities Act Amendment, Calhoun Community College" concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violation of the policy can be found in the Albert P. Brewer Library, Decatur Campus, and the Huntsville Campus Library, the Office of the Dean of Student Services, and in offices of students services staff at the Decatur and Huntsville campuses.

## 9 Firearms Policy

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on Campus will be subject to disciplinary and criminal charges.

Pursuant to Alabama State Board Policy 511.01, Calhoun Community College adheres to the following:

**Firearms are prohibited on campus or any other facility operated by the institution. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.**

If the off-duty officer is a student, he/she must notify Campus Police once a semester. A weapon is prohibited from any type of hearing for personal business.

In the event of observed or suspected possession of firearms on campus, individuals should contact Campus Police by 911.

### Reporting Crime or Suspicious Activity

Calhoun Community College Police Department encourages Students and Employees to report crimes or suspicious activity. One may report by calling Campus Police. Decatur (Main Campus) 256-306-2575, Huntsville Campus 256-890-4711 and Center for the Arts 256-476-0884.

### Personal Safety and Security

Calhoun Community College Police Department along with Student Services provides a safety pamphlet for Crime Prevention.

## 10 Crime Prevention

The Calhoun Community College Police Department encourages students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautions. In the event a student or staff member needs assistance, a police officer can be available for your service of escorting from one building to another, etc.

Criminals often act when opportunities to commit crimes present themselves. By taking precautions, such opportunities may be minimized.

A successful campus safety program need the cooperation, involvement and support of students and faculty. Exercise these simple, commons sense precautions.

1. Travel/park in lighted areas, travel in pairs if possible, and/or ask for a police escort.
2. Report any suspicious person or activities, report all incidents no matter how minor, and report losses immediately.
3. Be sure to lock/secure windows and doors in your office or room; lock your vans, cars, trucks, bikes; store all valuables in the trunk of your car.
4. Never loan keys to anyone. They may be lost, stolen or duplicated.
5. Mark or engrave your belongings; don't leave belongings/valuables unattended.
6. Register your vehicle with the CCC Police Department.
7. Be aware of your surroundings, walk briskly, and have keys ready when approaching your vehicle.

## **11 Workplace Violence**

Please report all workplace violence events/actions immediately. Calhoun Community College Police Department will investigate reports of crime. For non-criminal workplace issues, contact your direct supervisor or the Director of Human Resources.

### **Emergency Preparedness Information**

Each institution in the Alabama Community College System will outline the steps that will be followed and the staff responsible for initiating and completing the steps in the event of terrorist threats, disaster resulting from the acts of persons, and natural disasters.

The College will provide appropriate information to faculty, staff, and students, which will assist them in their ability to be prepared for any emergency response whether it is a natural disaster, terrorist attack, fire, or other emergency. Information shall be disseminated on an annual basis. The College will have in place an Emergency Procedures Manual, and post evacuation maps in strategic locations. When feasible, the College may conduct mock drills, which can simulate disasters that may occur including: domestic violence, terrorist attack, natural disaster, or other emergencies. In conducting such drills, the College Administration will work with appropriate emergency response agencies in the community to evaluate and upgrade our Emergency Preparedness Plan.

## **12 Emergency Preparedness Plan**

The primary purpose of the Emergency Preparedness Plan at Calhoun Community College is to ensure the continued health and safety of Calhoun students and employees and other college visitors should a catastrophic event occur. Emergency Preparedness is the process by which we prepare for, and respond to, mitigating circumstances leading to recovery from an emergency or disaster

Calhoun Community College has a **Crisis Management Team** to effectively facilitate the Emergency Preparedness Plan of the College should a catastrophic event occur. The Crisis Management Team is the direct line authority for making decisions, implementing policies, and disbursing information to the campus and the general public. Members of the Crisis Management Team include:

- President
- Vice President for Instruction & Student Success
- Vice President of Finance
- Dean for Huntsville/Research Park (only if disaster is at Huntsville Campus)
- Dean for Student Affairs
- Assistant to the President for Public Affairs, Community Relations and Special Events
- Maintenance Supervisor
- Emergency Procedures Committee Chair
- Local EMA Director
- Director of Campus Police
- Director of Admissions/Registrar
- Director of Information Technologies

### **12-1 Crisis Management Procedures**

In the event of a natural disaster or obvious catastrophic event, the Crisis Management Team shall automatically be activated. Under all other circumstances only the President or his/her designee shall have the authority to activate the Crisis Management Team. In the absence of the President, the line of authority to activate the Crisis Management Team shall be in descending order as follows:

- Vice President for Instruction & Student Success
- Dean for Business and Finance
- Dean of Student Affairs
- Director of Recruitment, Retention, and Student Services

### **12-2 Campus Alert**

The **Director of Campus Police** shall be responsible for alerting the campus community via the CCC Alert System in the event of a catastrophic event or should public notice be given that such an event is eminent, threatening the health and safety of students, faculty, staff, and administrators. Appropriate measures should be taken to ensure that all students and personnel are safely and effectively evacuated from all affected areas. The present warning system consists of building coordinators who will alert individuals in their designated areas upon notification from the campus police. Designated building coordinators or site supervisors are responsible for checking (to the extent safety permits) their assigned buildings with the goal of ensuring that all individuals have been safely evacuated and assembled in a designated meeting area to await the all clear signal.

### **12-3 Crisis Management Team Duties**

Upon notification of an emergency, the Crisis Management Team shall immediately convene in a designated area, which will serve as the **Emergency Operations Center (EOC)**. The EOC should be located in an area or facility not likely to be involved in an incident. The following facilities have been designated as EOC locations:

- **Decatur Campus Site 1:** Math/Science/Administration Building-President's Conference Room
- **Decatur Campus Site 2:** Information Technologies Conference Room
- **Huntsville/Research Park Site:** Dean's Conference Room

The EOC should be maintained throughout the duration of the crisis or until such time that the campus environment is safe and reasonable operations can be resumed. The EOC must be centrally located and easily accessible to members of the Crisis Management Team. This location should have all the appropriate amenities to assist in the flow of emergency information in and out of the institution. Such amenities shall include but not be limited to: external telephone lines, data based computer access, EMA radio access, public information radio and television stations, two-way radios, flashlights, first aid kits, and a water supply. The President or his/her designee shall serve as the Emergency Operations Center Commander. The President shall appoint an **Incident Commander (IC)** charged with the responsibility for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the EOC. The IC can be any employee, but they must be a member of management with the authority to make decisions. They must have the capability and authority to: 1) assume command, 2) assess the situation, 3) implement the emergency management plan, 4) determine response strategies, 5) activate resources, 6) order an evacuation, 7) oversee all incident response activities, 8) establish two-way radio communication among building coordinators, and 9) declare that the incident is "over." The following individuals are designated **Incident Commander (IC)** appointees in descending order:

- Vice President for Instruction and Student Success
- Vice President of Finance
- Maintenance Supervisor

#### **Notification of Emergency Agencies:**

In the event of activation of the Crisis Management Team, the President or designated Incident Commander (IC) shall be responsible for ensuring that appropriate Emergency Response Agencies (i.e. fire, police, EMS, etc.) have been notified.

#### **Preliminary Assessment:**

Once the Crisis Management Team has assembled in the designated EOC, the President, through the designated IC, shall initiate an immediate on-site assessment of the affected areas. It is during this phase of the Emergency Preparedness Plan that the

Incident Commander (IC) will:

- determine the number and extent of personal injuries
- determine which facilities warrant evacuation due to fire, physical damage, threat to public safety (i.e., gas leaks, chemical leaks, electrical shock, downed tree limbs, etc.)
- determine whether outside assistance is needed
- implement head count procedures accounting for students, employees, and visitors
- establish internal and external communication with EOC
- determine need for designated triage areas
- determine the need for internal administrative resources, i.e., building engineering plans and drawings, employee database, student class rosters, insurance information, etc.

The assessment should be conducted by visual verification with the assistance of campus safety personnel, designated building coordinators, and/or appropriate faculty/staff in the affected areas. It is important that members of the Crisis Management Team remain in the EOC at all times unless otherwise directed by the President, his/her designated IC or Public Safety Official.

**Triage:**

In the event of serious medical injury or death resulting from a natural disaster or terrorist attack, the IC shall, in consultation and cooperation with law enforcement and/or external emergency medical agencies, establish and designate the location(s) for emergency triage areas. Such triage locations should be situated in close proximity to incident scenes and provide immediate accessibility for emergency response agencies, i.e., fire, EMS, police, etc. While not required by the College to do so, members of the College's nursing and EMS faculty may, at their own individual discretion and capacity, volunteer to assist in triage procedures while awaiting the availability of sufficient external emergency medical personnel.

**Public Information & Media Relations:**

When such emergencies occur, the community will want to know the nature and extent of the incident. The Assistant to the President for Public Affairs, Community Relations and Special Events shall provide information to the public. All individuals that may be affected by such an emergency (parents, employee families, the media, regulatory agencies, customers, appointed and elected officials, special interest groups, emergency response organizations, and the general public) should be identified by the Assistant to the President for Public Affairs, Community Relations and Special Events and assistance provided. A media briefing area should be established to conduct briefing sessions with a listed schedule of briefing times. Informational updates regarding incidents may be provided through the CCCALERT Emergency Notification System and the College's website as time and circumstances permit.

**Campus Evaluation:**

During this phase of the Emergency Preparedness Plan, the President or designated IC, along with the members of the Crisis Management Team, will re-assess the status of the existing incident to determine whether the situation has been contained. Based upon this re-assessment, the President or designated IC may make the decision to issue the all-clear notice. During this time, it is important that all activities and administrative decisions made during the incident be reviewed and documented. Some components of the review may include:

- assessing current campus safety conditions
- assessing property damage
- assessing triage area
- accounting for personnel and students
- maintaining telephone logs
- maintaining record of events
- maintaining all written communications and press releases

**All Clear Notice/Resumption of Operations:**

Only the President or designated IC shall have the authority to give the all clear notice. After the all-clear notice has been given via the CCC Alert System, students and personnel may return only to those areas that have been approved for reentry. Once the all-clear notification has been given, the following procedures should commence:

- establish a recovery team for retrieving and safeguarding important records and documents.
- continue to ensure safety of personnel and property.
- assess remaining hazards.
- maintain security at any and all incident sites.
- assemble and maintain detailed records of all activities that occurred during incident.
- notify employees' and/or students' families about the status of personnel and property.
- notify off-duty personnel about work status.
- protect undamaged property.
- physically secure facilities and the campus.
- coordinate actions with appropriate state, local, and federal agencies.
- take inventory of damaged equipment.
- Procedures thereafter shall include, but are not limited to:
  - conduct an employee/student briefing in a general assembly.
  - account for all damage-related costs.
  - notify insurance carriers and appropriate governing agencies.
  - conduct salvage operations.

**Post Incident Follow-up:** The College Administration shall establish a team of professionally licensed counselors to provide counseling services to any student or faculty/staff person who may need assistance in coping with an incident because of post-traumatic stress.

**After Action Review:** An after action review will be conducted after each disaster and adjustments to the emergency preparedness plan made accordingly.

### **13 Campus Sex Crimes Prevention Act Section 1601 of Public Law 106-286**

The *Campus Sex Crimes Prevention Act* is a federal law that requires institutions of higher education to issue a statement, in addition to other disclosures under the act, advising the campus community where law enforcement agency information provided by a state concerning sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in the state in which the person is employed, carries on a vocation, or is a student.

### **14 Alabama Sex Offender Registry Website**

<https://app.alea.gov/community/wfSexOffenderSearch.aspx>

### **15 Daily Crime Log**

The purpose of the Daily Crime Log is to record all criminal incidents and alleged criminal incidents that are reported in our jurisdiction to the Campus Police. Any individual can request to see the Daily Crime Log on-site (all three (3) Campus Police Offices) during normal business hours. Anyone may have access to the log, whether or not they are associated with our institution. Any portion of the log that is older than 60 days is available within two (2) business days of a request for public inspection

# Calhoun Crime Statistics

Crime Statistics Mandated by the Jeanne Clery Act (beginning 2015)

	2013			2014			2015			2016		
	DEC	HSV	ACA									
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	-	-	-	-	-	-	0	0	0	0	0	0
Sex Offenses, Forcible:	0	0	0	0	0	0						
--- Rape	0	0	0	0	0	0	0	0	0	0	0	0
--- Fondling	-	-	-	-	-	-	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0						
--- Incest	-	-	-	-	-	-	0	0	0	0	0	0
--- Statutory Rape	-	-	-	-	-	-	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Thefts	0	1	0	0	1	0	0	0	0	0	0	0
Arson	-	-	-	-	-	-	0	0	0	0	0	0

## Additional Statistics Provided for the Community

Arrests	2	0	0	0	1	0	5	0	0	1	0	0
Breaking & Entering Motor Vehicle	2	13	0	1	3	0	1	2	0	1	0	0
Liquor Law Violations	0	0	0	1	1	0	0	2	0	0	0	0
Drug Violations	0	0	0	2	2	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	2	0	0	2	0	2	0	0	2	0	0
Thefts	11	8	0	7	3	1	11	5	0	10	3	0
Harassment	7	3	0	6	1	0	3	2	0	4	1	1
Auto Accidents	19	9	0	14	3	0	17	13	0	17	20	0
Leaving Scene of an Accident	3	2	0	3	5	0	4	1	0	4	5	0
Public Intoxication	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage	1	3	0	4	0	0	0	0	0	0	0	0
Trespassing	1	2	0	3	9	0	5	3	0	1	1	0
Disorderly Conduct	1	1	0	4	1	1	0	0	0	0	1	0
Hate Crime	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence (Disturbance)	0	1	0	0	0	0	0	1	0	0	1	0
Medical Calls	9	6	0	14	12	0	20	10	0	11	8	1
Stalking	-	-	-	-	-	-	-	-	-	0	0	0

DEC=Decatur Campus

HSV=Huntsville Campus

ACA=Alabama Center for the Arts, downtown Decatur, Alabama

\*Adapted from a document by Sandy Seda, Chief of Police, Community College Southern Nevada, via Jeff Foshee. -- December 13, 2012

- Categories that were not reported at that time.

## **Appendix A**

**Emergency Number.....911**

### **Non-Emergency Numbers**

**Decatur Campus Police.....256-306-2575**

**Huntsville Campus Police.....256-890-4711**

**Alabama Center for the Arts Campus Police.....256-476-0884**