



Snead State Community College  
Office of Security  
2017 Annual Security/Fire Safety Report

## Introduction

The Annual Security Report (ASR) and Fire Safety Report is an all-inclusive document which demonstrates campus crime statistics occurring on the main campus in Boaz, Alabama. The status of current security measures and applicable plans for implementation of improved security measures in the future are also reported. This report also encompasses required policy implementations via the Campus Save amendment to the Clery Act, which requires institutions to publish additional information relative to the rights afforded to victims of sexual assault, dating violence, domestic violence, relationship violence, and stalking. Much more detail will be given further in this report in order to define such conduct and how to report such conduct, as well as additional information on the process involved once a report is received. Additional definitions of processes involved and conduct applicable to the Campus Save policy will also be documented in this report.

For the purposes of meeting Clery Act requirements, this annual report must include specific information relative to Snead State Community College located in Boaz, Alabama. The required information to be disclosed is set forth by specific requirements in keeping with the Clery Act, and also includes Campus Save initiatives which amended the Clery Act. The Campus Crime and Security Act of 1990 and the Student Right to Know Act require every institution report and make available information on certain specified crimes that have occurred on campus during the past three years. The requirements also pertain to crimes which have occurred on public property contiguous to campus and non-campus buildings or property.

This annual report is made available via hard copy and electronic mail. If you would desire copies of this report, please contact the Office of Security located in Suite 102 on the first floor of Elder Hall dormitory on the main campus in Boaz, Alabama. You may do so by calling 256-840-4167, or by e-mail ([pgore@snead.edu](mailto:pgore@snead.edu).) The mailing address for the Office of Security is P.O. Box 734, Boaz, Alabama, 35957. The physical address for the Office of Security is Elder Hall, 404 West Mann Avenue, Suite 102, Boaz, Alabama, 35957. There will be no charge levied for requested copies. It is not necessary to make your request in writing. The Office of Security cell phone number is 256-264-5060. The Annual Security Report will also be placed online at [www.snead.edu](http://www.snead.edu). You may find the report by clicking on "Current Students" and then "Security." The report link is located at the bottom of the page.

**For criminal offenses**, the College is required to report data for the previous three years (2014, 2015, and 2016). For **Violence Against Women Act Offenses** (Sexual Assault, Domestic Violence, Dating Violence, Stalking, etc) , the College is also required to report data for 2014, 2015, and 2016. Crime reporting statistics represent the statistics for the Boaz, Alabama main campus of Snead State Community College. Below is a charted compilation of the offenses reportable for these periods. For this reporting period there was one Burglary in 2014, as well as a Motor Vehicle Theft in 2014. The Burglary in 2014 occurred in Student Housing. There was one arrests for a Liquor Law Violation in 2014 occurring on Public Property adjacent to campus. There were two VAWA (Violence Against Women Act: Campus Save) violations in 2014; one “Domestic Violence” offense occurring in Student Housing, and one “Stalking” offense occurring On-Campus, both at the Boaz, Alabama main campus.

There was one fire reported relative to Student Housing in 2014, resulting in a loss of one residential student house. There were no injuries as a result of this fire. The “Fire Report” will be documented near the conclusion of this report. There were no Criminal Offenses occurring for the reporting period at Non-Campus or Public Property locations. There were no institutional Disciplinary Actions reported for the offenses of Weapons (Carrying, Possession) Offenses, Drug Abuse Violations, or Liquor Law Violations in 2014, 2015, or 2016. For 2015, there were two arrests on campus for Drug Abuse Violations (Clery Act guidelines refer to such offenses as Drug Abuse Violations), specifically for the charged offense of Possession of Marijuana 2<sup>nd</sup> degree, and Possession of Drug Paraphernalia. There were no “Unfounded” crimes documented by law enforcement for this reporting period. All reportable entries occurred on the Boaz, Alabama (main) campus of Snead State Community College. SSCC Arab Instructional Site information will be reported independently.

**Criminal Offenses- On Campus**

	2014	2015	2016
a. Murder Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex Offenses- Non-forcible	0	0	0
g. Incest	0	0	0

h. Statutory Rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	1	0	0
l. Motor Vehicle Theft	1	0	0
m. Arson	0	0	0

**Criminal Offenses-On-Campus Student Housing Facilities**

	2014	2015	2016
<b>Criminal Offenses</b>			
a. Murder/Non-Neg Manslaughter	0	0	0
b. Neg Manslaughter	0	0	0
c. Sex Offenses-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex Off- Non F	0	0	0
g. Incest	0	0	0
h. Statutory Rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	1	0	0
l. Motor Vehicle Theft	0	0	0
m. Arson	0	0	0

One “Burglary” reported for 2014 is represented both in “On-Campus” and also in “Student Housing” statistics the burglary occurred in Student Housing. Therefore, it is reportable as both On-Campus and Student Housing categories. It represents the same, single incident of offense.

**Criminal Offenses- Noncampus**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Criminal Offenses Murder/Non Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses (Forcible)	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex Offenses (non-forcible)	0	0	0
g. Incest	0	0	0
h. Statutory Rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	0	0	0
l. Motor Vehicle Theft	0	0	0
m. Arson	0	0	0

**Criminal Offenses Public Property**

Criminal Offenses	2014	2015	2016
a. Murder/Non-Negligent Manslaughter	0	0	0
b. Negligent Manslaughter	0	0	0
c. Sex Offenses-Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex Offenses-Non-Forcible	0	0	0
g. Incest	0	0	0
h. Statutory Rape	0	0	0
i. Robbery	0	0	0
j. Aggravated Assault	0	0	0
k. Burglary	0	0	0
l. Motor Vehicle Theft	0	0	0
m. Arson	0	0	0

**Arrests- Public Property\***

Crime	2014	2015	2016
a. Weapons: Carrying, Possession, etc	0	0	0
b. Liquor Law Violations	0	0	0
c. Drug Abuse Violations	0	0	0

**Arrests- On Campus**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Weapons: Carrying, Possession, etc	0	0	0
b. Liquor Law Violations	0	0	0
c. Drug Abuse Violations	0	2	<b>0</b>

**\*There were no arrests this reporting period for the above offenses on non-campus, or student housing facilities.**

**VAWA (Violence Against Women Act) Offenses- On Campus**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Domestic Violence	1*	0	0
b. Dating Violence	0	0	0
c. Stalking	1	0	0

**VAWA (Violence Against Women Act) Offenses- Student Housing Facilities**

<b>Crime</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
a. Domestic Violence	1*	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

\*The one Domestic Violence Offense reported in “Student Housing” is the same single offense also reported in “On-Campus” VAWA Offenses. Because the offense occurred in Student Housing, it is reportable in both categories.\*

**VAWA (Violence Against Women Act) Offenses-Noncampus**

Crime	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**VAWA (Violence Against Women Act) Offenses- Public Property**

Crime	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**Hate Crimes- On Campus, Non-campus, Student Housing, and Public Property**

There were no “Hate Crimes” of Murder, Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Simple Assault, Larceny-Theft, Intimidation, or Destruction (damage, vandalism) of Property. A Hate Crime is a crime committed while being primarily motivated by intolerance or bias due to Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, or National Origin. No such crimes occurred in any category of On-Campus, Non-Campus, Public Property, or Student Housing for this reporting period.

## **Definitions of Clery Reportable Boundaries**

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** Includes thoroughfares, streets, sidewalks, and parking facilities within campus or immediately adjacent to and accessible from campus.

**Student Housing Facilities:** Includes residential areas for use by students on campus, or areas used for student housing which the College owns or controls. Normally, statistics reported in the student housing category are also applicable to "on campus" reporting criteria.

## **Role of the Office of Security**

The Office of Security on the campus of Snead State Community College is not a law enforcement office, but rather an administrative office. The Office works closely with local law enforcement and county law enforcement as needed. Boaz Police Department has full jurisdiction of campus, and the Office of Security operates on an administrative level. The Office of Security holds discretionary ability to initiate disciplinary action, and/or may defer to local law enforcement for potential criminal processing and adjudication. Security personnel have an outstanding working relationship with local law enforcement and emergency responders. All entities work together to accomplish the overall security objectives of the College. Security personnel presently do not hold the authority to arrest individuals (with the exception of observed felony offenses.) The local Boaz Police Department does recognize the role of Security on campus, and normally concurs with input and recommendations in responding to specific events on campus.

At this time, the Office of Security employs one full-time Director of Security and one part-time Security Officer, as well as one additional staff member with expanded security duties on the main campus in Boaz, Alabama. The Office of Security is available to consult and work with all parties to discuss such issues as emergency planning and



potential security concerns. The Office of Security is available to consult with Building Managers to ensure there are no unexpected difficulties in implementing emergency plans in respective buildings. Building Managers and department supervisors are responsible for communicating components of the emergency plan to adjuncts and staff working in their buildings, and in ensuring they are aware of emergency plan information.

The Office of Security does not function as a 24 hour, 7 day a week office. Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays and campus closures. However, unscheduled patrols and campus event coverage, as well as part-time security staff presence, results in security being on campus approximately 14 hours per day during the week. Security is also present at additional random times to conduct patrols and observation after hours, as well as at pre-scheduled times due to providing event coverage for activities such as athletic contests on campus and student functions such as campus dances and community events.

Normally, the Director of Security is available 24 hours a day, 7 days per week for consultation via telephone or in-person and is also normally available to respond to after-hours emergencies, or at least to facilitate an emergency response by local law enforcement if needed and to issue emergency notifications if the situation dictates such a response. The College IT Department is also tasked with initiating emergency notifications as needed. The Director of Security along with the Director of Housing and the Housing Manager are also normally available to confer/consult with Resident Assistants to help with resolving any immediate issues which may occur in student housing. A Security Officer checks and secures buildings on the main campus in the evenings after classes have completed during the week. Security personnel routinely patrol the campus and are accessible to students, faculty, staff, and members of the public who spend time on campus. Snead State adheres to the concept of “open campus,” and welcomes those with a desire to benefit from and contribute to the principles of higher education and cultural development.

Security personnel conduct routine duties such as building security checks, lighting checks, student welfare checks, and also communicate security concerns to students and college personnel as needed. The Office of Security engages with staff members as needed to consult regarding potential security concerns. The Office of Security is happy to provide escorts for staff, faculty, and students as requested and deemed appropriate. The Snead State Office of Security also maintains a Campus Crime and Activity Log as well as a Campus Fire Safety Log in which incidents are recorded by nature, date, time, and disposition of recorded incidents. This “Crime Log” is available online at [www.snead.edu](http://www.snead.edu), underneath the “current students” link and the subsequent “Security” link. The log may also be requested from the Office of Security. The most recent sixty (60) day period is available upon request Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays and campus closures. As stated, the log is also available online 24 hours a day, 7 days a week. The online version of the log is updated monthly. A Campus Fire Log is also kept and available for review. Any incidents of fire would also automatically be recorded in the Campus Crime and Activity Log. The Fire log includes

alarm tests over the course of the year, as well as any fire safety issues or alarm maintenance issues.

The Office of Security works closely with local law enforcement to share relevant information concerning campus activities, complaints, and potential security concerns as deemed necessary. Security personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They also have the authority to issue parking citations to students, faculty, staff, and visitors. Criminal incidents and/or motor vehicle accidents are documented and referred to the local police department who have jurisdiction on campus pertaining to such matters (with some potential exceptions in keeping with the Campus Save Act which will be discussed in a later section). All crime victims and witnesses on the Boaz, Alabama main campus are strongly encouraged to immediately report any crime to the local Boaz Police Department by calling 256-593-3500, or (911) for emergencies. The Office of Security asks that you also contact them by calling 256-264-5060 (cell), or 256-840-4167 (office). There are many things Security personnel may do along with local law enforcement in any given situation. In some cases, Security personnel may be in a position to respond quicker to a report than the local police department. Prompt reporting to the Office of Security will also help to assure a “timely warning” notification through the emergency alert system is issued if conditions warrant, or “emergency notification” is issued if such a scenario exist. It is essential to take all necessary steps to preserve a potential crime scene.

Snead State Community College Security personnel will be more than willing to provide assistance in helping any student or staff member report an incident upon request for such assistance. All such instances will be handled absolutely as discreetly and professionally as possible. Additional activities of the Office of Security includes but is not limited to: assisting campus motorists with minor vehicle issues (dead battery, keys locked in vehicle), patrolling campus, coordinating security for College sponsored events as needed, supporting law enforcement with documentation of incidents as needed, conducting on campus safety escorts, and conducting administrative investigations as needed on potential disciplinary issues.

### **Building and Campus Access Policy**

During business hours, the College (excluding student housing) will be open to students, parents, employees, contractors, guests, community members, and invitees. During non-functioning hours, access to all College facilities is strictly by key, if issued, or via admittance by a full-time staff/faculty member, or by a member of the Office of Security. Residence halls and student housing locations are restricted to residents only, with the exception of their scheduled or documented registered guests, in keeping with Snead State Community College Housing Policy. All visitors must enter through the front entrance of student housing and be registered as a guest.

Again, the Office of Security does not provide 24 hour per day, 7 day a week physical coverage of campus. Therefore, any admittance or entry by full-time employees over a weekend or after hours requires that employee also secure and ensure the building or facility entered is not left accessible when they depart.

### **Security Awareness**

During Orientation in August/September, students are informed of services offered by the Office of Security. Presentations and discussions are held via student group meetings, housing student meetings, presentations (both in –person and online), and electronic mail is also used to reach the maximum number of students and staff on security issues and awareness relevant to the College. Detailing ways to enhance personal safety, Resident Housing Assistants also receive training in Conflict Resolution, Preventing Criminal Opportunity, Recognition of Emergencies, Reporting Protocol, CPR/AED Operations, Campus Save, First Aid, Interpersonal Communication, and Fire Extinguisher Operation. The Office of Security conducts staff/faculty in-person meetings as requested to discuss specific security-related concerns of various areas on campus, and is more than willing to discuss aspects of implementation of the College Emergency Response and Operations Plan with all interested staff who may have questions about their work area. The Office of Security dispenses information briefs as needed to aid all segments of the College community in helping to keep them safe and alert on campus as circumstances warrant.

### **Notice of Non-Discrimination**

It is the policy of the Alabama Community College System Board of Trustees and Snead State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, or employment. Snead State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree.

### **How to Report a Crime or Other Emergency**

While Snead State Community College typically experiences very few instances of criminal activity, it is imperative to know what to do in the event of a criminal act or other emergency. **In all emergency situations, please call 911 FIRST!** It is imperative to get help on the way immediately. Then, contact the Office of Security by calling 256-264-5060 (cell), or 256-840-4167 (office). In all other cases where the situation is NOT

an immediate emergency, please notify the Office of Security and report your concerns. It is the policy of Snead State Community College to strongly encourage students, employees, and visitors to promptly report any criminal activities or events, accidents, medical emergencies, or fires occurring on campus. Reporting a crime does not always mean an individual must take legal action, but it is imperative that the campus community be informed if circumstances dictate. To make a report to the Office of Security, or to discuss whether it is appropriate to contact law enforcement (non-emergencies), please call Security 256-264-5060 (cell), 256-840-4167 (office), or come to the Office of Security located at 404 West Mann Avenue, Boaz, Alabama, Suite 102, Elder Hall Dormitory. The Office of Security is also happy to assist you with potential security concerns that may not have culminated in a crime taking place.

### **Campus Security Authorities**

A person may also report a crime to additional persons on campus besides the local police department or the Office of Security. Persons who have “significant responsibility for student and campus activities” are also considered Campus Security Authorities (CSA). Upon request, a CSA may assist the reporting person in contacting the Office of Security and/or the local police department. The College allows a victim of a crime (including witnesses) to report to a CSA on a voluntary and confidential basis, if requested. There are limits to confidentiality. Additional guidance and direction on Campus Security Authorities is expected to be released by the United States Department of Education in the near future.

### **Building Managers**

#### **Building Managers:**

Administration Building, Kelli Conley	256-840-4101
Norton Building, Dr. Karen Watts	256-840-4193
Alumni House, Shelley Smith	256-840-4128
Weathers Business Building, Vann Scott	256-840-4188
Academic Success Center, Rachel Green	256-840-4151
Bevill Center, David Welch	256-840-4154
English Building, Dr. Cynthia Denham	256-840-4133
Elder Hall Dormitory, Amy Stone	256-840-4146
Aderholt Health Sciences Building, Dee McClellan	256-840-4185
Physical Plant (Maintenance), Steve Williams	256-840-4116
Virgil B. McCain Center, Vicki Carr	256-840-4104
Maze Music Building, Dr. Barbara Hudson	256-840-4147
Elrod Science Building, Deborah Rhoden	256-840-4137
Student Union Building, Marie Smith	256-840-4131
Technology Building, Greg Randall	256-840-4166

### **Timely Warning/ Emergency Notification**

In the event that a crisis/threatening situation arises that in the judgement of the Office of Security, or Boaz Police Department, or EMA, constitutes an ongoing or continuing threat, a specific campus wide “timely warning” may be issued according to the specific circumstances of the event. The warning will be issued through the College e-mail and phone system to students, faculty, and staff through the “schoolcast” alert system. This may sometimes necessitate coordination between the Office of Security and the IT Department. The College IT Department has trained several additional staff in addition to the Director of Security to initiate schoolcast alerts should security personnel be off campus or otherwise engaged.

In such an event requiring an emergency alert/timely warning, the Office of Security will take all measures prudent to help ensure physical, in-person notifications as much as possible and as the emergency allows. Additional departments and staff/faculty could also be utilized in an emergency response effort to protect life and College property in an emergency situation. The Office of Security will work closely with the local police department and emergency responders to accomplish two priorities: 1) to reduce or remove the immediate risk to students, employees, and other persons on campus by attempting to contain or isolate the situation and, 2) protect further individuals from being introduced into the emergency situation. To clarify the difference, think of a “timely warning” as notification due to an ongoing danger or threat due to a Clery Act reportable crime ( for example, a rash of motor vehicle thefts on campus, where the College community would be informed to take precautions). An “emergency notification” could involve notification due to a hosts of scenarios (train derailment/chemical leak, tornado sighted near campus, or active shooter scenario).

In all such emergency situations, when feasible, the President or his designee will be notified and will assume administrative control of the emergency procedure. When time does not permit such notification and protocol, or when such persons are not readily available or are off-campus, the emergency measures will be enacted as deemed appropriate to protect threats to life and property. The Office of Security realizes there may be times when issuing a timely warning could serve to further congest or complicate a response to an ongoing situation, or could serve to create additional confusion or panic when a situation has concluded or is being successfully contained or resolved. In any instance where a timely warning could in fact jeopardize, confuse, or aggravate a situation, a decision will be made at that time as to whether it will issue the timely warning. That discretion rests with the Director of Security.

## Emergency Plan

Plans are documented and in place at this time to address a wide variety of actual emergency scenarios specific to each building on the main campus of Snead State Community College, as well as the Arab Instructional Site. Such emergency scenarios include: Hostage Situations, Fires, Medical Emergencies, Civil Disturbances, Inclement Weather, Hurricane Shelter Activation, Evacuation Procedures, Bomb Threats, Hazardous Material Spills, Abusive/Assaultive Behavior, Active Shooter, Trespass Violations, Utility Emergencies, School Closings, and many other scenarios. Building Managers are responsible to ensure employees working in their area, to include adjuncts, are informed of the location and content of the SSCC Emergency Response and Operations Plan located online at [www.snead.edu](http://www.snead.edu). At this moment, the emergency plan is in the final stages of being re-written and includes much additional information compared to previous plans. In the event of any emergency, **always dial 911 First!** Staff may soon access the new emergency plan via the intranet located on the web page.

## Basic Safety Tips

By exercising diligence and observing surroundings, we can minimize opportunities for crime to take place. The Office of Security depends on individuals being observant and helping take responsibility for their own security and the security of others. The tips below are some basic guidance on how to minimize opportunities for criminal activity:

- Do not offer rides to strangers
- Try to avoid isolated areas
- Walk with purpose; even if you don't know where you're going. You should act like you do.
- Trust your instincts. If a location or situation is uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages and bags.
- Always lock your doors to your vehicle.
- As much as possible, park in well lighted areas.
- Always glance in the back seat or seats prior to entering your vehicle.
- Do not leave valuable items in plain sight in your vehicle, even when locked.
- If you suspect you are being followed, drive to a public place, police department, security office, or a busy area and sound your horn. You may also call 911 and report your situation and location if you have access to a cell phone.
- Do not leave your keys in your vehicle, or leave your vehicle unoccupied and idling (even if you are away from your vehicle for only a moment).
- Never leave valuables unattended in offices, classrooms, or buildings.
- Have your keys in hand so you don't have to stop and search for them when arriving at your vehicle. Keys also make an effective weapon if you have to defend yourself by punching.

- Pay attention to people and activities around you. Observe surroundings.
- Report any suspicious behavior to the Office of Security, nearest staff member, or police.
- If you are walking and suspect someone is following you, go to an occupied building or to a public area and notify police or security, or have someone else notify.
- Try to avoid walking alone, especially during low-activity times or at night
- Don't be shy about making noise if you suspect someone is following you. Yell, scream, make loud noises to attract attention if needed.
- Avoid doorways, corridors, or alleys where lighting might not be sufficient.
- Notice areas where visibility is limited.
- Always report suspicious activity.
- **KNOW YOUR EMERGENCY PLAN!**

Snead State Community College Office of Security and any Crime Prevention initiatives must rely on a community-based format. Leadership, insight, and effective planning or response cannot be effective without all stake-holders sharing responsibility for safety and security. The Office of Security is happy to facilitate training and disseminate information to the campus community with the aid of its feedback and request for specified topics of instruction. Participating in student orientation, giving guidance to maximize crime prevention, helping promote online training content, and keeping summary of criminal activities or events (in conjunction with local police departments) are all part of the Office of Security's effort to help individuals become aware of minimizing opportunities for victimization.

### **Campus Save and College Statement on Sexual Misconduct**

All college campuses that participate in financial aid programs under Title IV of the Higher Education Act of 1965 are mandated to distribute the following information. Snead State Community College participates in primary prevention and awareness programs that help promote awareness of rape, domestic violence, sexual assault, dating violence, and stalking. Preventative education programs, materials, training, and group sessions are conducted throughout the year. **Snead State Community College strictly prohibits the above named offenses.**

Snead State Community College's policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct; including but not limited to sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Discrimination in any form, including any form of sexual misconduct is contrary to the College's policy and mission. Such proscribed behaviors are detrimental to the well-being of the College community, and are contrary to local, state, and federal laws; as well as the Alabama State Board of

Education. Any individual who is found to have violated College policy may face disciplinary sanctions up to and including expulsion or termination of employment, and potentially referral to law enforcement authorities.

The College engages students, staff, and faculty in educational and informative presentations, publications, and awareness campaigns aimed at preventing these behaviors and commits itself to presenting information to aid in “bystander intervention.” Bystander Intervention training aids individuals in knowing the options they may take in order to prevent harm or intervene in high risk situations. As with any emergency, always call 911 immediately.

Additional topics presented during the year along with student/employee activities focus on recognizing signs of abusive behavior and how to avoid potential attacks. Snead State Community College actively supports Campus Save, Clery Act, and the Violence Against Women Reauthorization Act (VAWA). Snead State Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that violates this commitment is a violation of College policy.

### **Jurisdiction of College Policy**

Snead State Community College policy on Campus Save applies to conduct occurring on College campuses and sites, College property, and at College sanctioned events and programs taking place off campus. In addition, off-campus conduct which could have a substantial adverse effect on or poses a threat of danger to any member of the college community or the College as a whole is also covered and potentially applicable under College policy. The policy is applicable to students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors, and any individual regularly or temporarily employed, studying, conducting business, or having any official capacity or representation with the College or on College property. Application of appropriate policy will be assigned on a case by case basis, depending on the elements of the conduct.

### **Prohibited Conduct and Definitions**

**Sexual Assault:** Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape. Having or attempting to have sexual intercourse with another individual by force or threat of force (including coercion) without effective consent; or where the individual is incapacitated or incapable of consenting. Also includes offenses of forcible compulsion, sexual torture, sexual abuse, and indecent exposure. Additional offenses such as sodomy, enticing a child, and sexual abuse of a child less than 12 years of age are also addressed under sexual assault statutes.



**Sex Offenses:** Any act of a sexual nature directed against another person, without their consent, including instances where the victim is **incapable** of consent.

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit a person other than the one being exploited. Some examples of this offense are: exposing one's self in non-consensual circumstances or inducing someone to expose themselves, exceeding the boundaries of explicit consent (such as allowing a friend to hide in a closet to be witness to consensual activity), Engaging in voyeurism (peeping tom) or facilitating the voyeurism of others, non-consensual video or audio of sexual activity, prostituting another person, and knowingly transmitting a sexually transmitted disease or infection to someone else.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Also encompasses categories of sodomy and sexual assault with an object.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim. Includes instances where the victim is incapable of giving consent due to age or temporary or permanent incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In Alabama, it is illegal for an adult (someone 18 or older) to have sex with a minor (someone younger than 16) even if sexual activity is consensual.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse of an intimate partner of the victim, by a person with whom the victim shares a child in common; or by a person who is co-habiting with or has cohabited with the victim as a spouse or intimate partner. Domestic violence can also be perpetrated by a person similarly situated to a spouse of the victim under the domestic violence family laws of the jurisdiction in which the crime of violence occurred, or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature if: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a school related activity or program b) submission to or rejection of such conduct by an individual is used as a basis or factor in decisions affecting education, living environment, employment, or participation in school programs or activities c) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a school related program or activity.

**Stalking:** A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for their safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person either physically or through electronic media, non-consensual communication by any means (letters, cards, text messages, phone calls, e-mails), unwanted gifts, trespassing, and any surveillance or other types of observation.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration to the length of the relationship, type of relationship, and frequency of interaction between the persons involved. Dating Violence includes, but is not limited to; sexual or physical abuse or the threat of such abuse. This could also include assault, property damage, and violence or threat to one's self or to family members or even pets of the relationship partner when used as a means for coercion, control, intimidation, or revenge.

**Intimate Partner Violence:** Includes any act of violence or threatened act of violence which is sexual or otherwise, directed against a partner of a current or former sexual, dating, domestic, or other intimate relationship with that person.

**Consent:** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent and informed decision demonstrates consent. Consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so (and is "of age"). Someone who is incapacitated cannot provide consent. Past consent does not imply future consent. Consent may be withdrawn at any time, and coercion, force, or threat always invalidates consent. Consent may not be inferred by the lack of verbal or physical resistance. A person is deemed incapable of providing consent if at the time of the act they are a) underage 2) suffering from mental impairment, whether temporary or permanent 3) physically helpless (unconscious, asleep, ill, in a state of shock). Consent may be withdrawn by any party at any point.

**Incapacitation:** The inability, temporarily or permanently, to give consent because the individual is mentally or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. An individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity.

**Forcible Compulsion:** A physical force or a threat, whether expressed or implied, that places a person in fear of immediate serious physical injury or economic harm to themselves or a third party.

**Incapacitation:** A state or condition that renders an individual unable to make qualified and rational decisions. This includes any condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him/her from having the capacity to consent.

### **Additional Definitions**

**Victim:** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

**Unfounded Crime:** A reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime would be documented as “unfounded.” A crime “unfounded” by law enforcement may be removed from the institutions “crime log.” The number of unfounded crimes should still be reported in each years crime survey and ASR (Annual Security Report)

**Campus Security Authority:** Technically, any person (employee) having a “significant responsibility for student and campus activities.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relative (and skills for addressing) to dating violence, domestic violence, sexual assault, stalking, and bystander intervention; using a range of strategies throughout the campus.

**Primary Prevention Programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to affect behavior and social norms in healthy and safe directions.

**Awareness Programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and sharing of information and resources to prevent violence, promote safety, and reduce perpetration.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victim’s in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## **Consent**

Consent may be thought of as the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Whether or not specifically stated, it is an element of every offense specified under Campus Save policies. A lack of consent results from forcible compulsion, incapacity to consent, mental incapacitation, and physical helplessness. Other factors also impact consent and the ability to consent, such as age and relationship of the parties involved.

## **Confidentiality**

**Confidentiality:** Information shared by an individual with any designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual, unless there is an imminent threat of **harm to self or others**.

Snead State Community College is committed to protecting the privacy of any individual involved in a report of sexual violence or misconduct. Referrals to outside resources will be made upon requests, or upon a report of sexual misconduct.

### **Assistance from Title IX Coordinators may be accessed by contacting:**

Title IX Coordinator for Employees: Amanda Gunnels, 256-840-4113: 102 Elder Street, McCain Center, Boaz, Alabama, 1<sup>st</sup> Floor (Human Resources Office)

Title IX Coordinator for Students: Jason Cannon 256-840-4150, 102 Elder Street, McCain Center, Boaz, Alabama, 2<sup>nd</sup> Floor, (Student Services)

### **Other Emergency Contacts**

Boaz Police Department, 101 Line Avenue, Boaz, AL	256-593-6812 (911)
Arab Police Department, 740 North Main Street, Arab, AL	256-586-8124 (911)
Snead State Office of Security, 404 West Mann, Boaz, AL	256-264-5060 (Cell) 256-840-4167 (Office)

### **Reporting Procedures**

Snead State Community College has procedures in place that serve to be sensitive to those who report sexual assault, rape, domestic violence, dating violence, stalking, and other offenses.

It is essential to realize that if you are a victim of a sex offense, you should report the incident as soon as possible. It is your decision to call 911, the Office of Security, or to notify the appropriate law enforcement agency, or any additional party you feel comfortable speaking with. You are strongly encouraged to report any such offense to the Office of Security also so they may help initiate procedures to protect you and the rest of campus in the event of an active and ongoing threat.

Security personnel will be professional and supportive in helping you make important decisions about who else you may choose to notify if you desire such assistance. Victims are never named in the institutions “crime log” and procedures are in place to ensure only that information prudent to the event is addressed, and only persons with a “need to know” are subject to information.

### **United States Department of Education**

Effective September 22, 2017, the United States Department of Education notified campuses that previous policy and guidance reflected in the Dear Colleague Letter on Sexual Violence, dated April 4, 2011; and the Questions and Answers document on Title IX and Sexual Violence issued by the Office of Civil Rights at the United States Department of Education, dated April 29, 2014, have been withdrawn. The United States Department of Education is referring schools to the document entitled, Questions and Answers on Sexual Misconduct, and its Revised Sexual Harassment Guidance issued in 2001; as well as the Dear Colleague Letter on Sexual Harassment issued January 25, 2006. The links are as follows:

<https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>.

<https://www2.ed.gov/about/offices/list/ocr/letters/sexhar-2006.html>.

Snead State Community College strongly prohibits any and all forms of sexual harassment.

## **Institutional Disciplinary Hearing Process**

### **Disciplinary Procedures**

1. Any case involving violation of published policies and regulations will be brought to the immediate attention of the Vice President for Student Services.
2. The Vice President for Student Services shall schedule a meeting with the student for a Students' Rights & Responsibilities interview at the earliest possible time to discuss an alleged violation of the discipline code. If the student fails to appear for the interview, the Vice President for Student Services may, on the basis of available evidence, impose sanctions or proceed to forward the case to the Discipline Committee. When the student appears for the interview, and before the interview begins, the student shall be informed that the interview is for the purpose of discussing a possible violation of the discipline code. The student shall be presented a written statement of his/her rights of procedural due process.
3. If the Vice President for Student Services determines as a result of the interview and other evidence that there is sufficient reason to present the case to the Discipline Committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea. A date shall be set for the hearing and the student shall be notified of that date.
4. If the student fails to attend the scheduled hearing after notification, the student may forfeit the right to present a defense, and the Discipline Committee may proceed with the hearing. The committee's recommendation shall be based on the evidence and testimony available.
5. The Discipline Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Snead State. Pending the outcome of the hearing, a hold may be placed on the student's record. If the committee deems that suspension is warranted, the suspension shall become effective the date of the student's notification of the committee's action. The suspension shall apply to the student in or out of school.
6. The decision reached by the Discipline Committee will be by a simple majority vote. The decision of the Discipline Committee becomes official when put into writing by the Vice President for Student Services. A copy of the written statement shall be sent to the student, the Discipline Committee, and the College President.
7. The student has five (5) days from receipt of the written statement from the Vice President for Student Services to file a written notice with the Vice President for Student Services appealing the decision of the Discipline Committee.

1. The Appeals Panel is composed of a member of the Student Committee, appointed by the President; the President of the SGA; and the Chief Academic Officer who serves as chairperson. By a majority vote the Appeals Panel may recommend (a) that the decision rendered by the Discipline Committee be affirmed, (b) that the decision be amended, or (c) that a new hearing be held before the Discipline Committee. A written copy of the decision reached by the Appeals Panel shall be sent to the President and the Vice President for Student Services.

### **Standard of Evidence**

The standard of evidence utilized in such proceedings is a standard of “reasonableness.” Any and all forms of disciplinary proceedings will be accomplished in a fair and impartial manner.

### **Due Process / Student Rights for Student Discipline Cases**

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College assures each student that no discipline action is taken on grounds that are not supported by substantial evidence. Students are entitled to procedural due process in all cases brought before the Discipline Committee. The student will be notified in writing by the Vice President for Student Services of the charges against him/her. This notification will also contain the date, time, and location of the Discipline Committee hearing. Discipline Committee hearings shall be private unless the student requests otherwise and the Vice President for Student Services approves the request. In cases where public proceedings become disorderly, the Discipline Committee may close the hearings.

### **Right to Request to Waive Hearing by Discipline Committee**

In the event that a student wishes to waive the right to a hearing before the Discipline Committee, the Vice President may accept jurisdiction. If the Vice President for Student Services approves a student’s request to waive his/her right to Discipline Committee hearing, the Vice President for Student Services shall determine guilt by examination of evidence, testimony, or by admission of guilt by the student and shall impose a sanction.

**Temporary Suspensions:** In extreme cases where the action of a student or group of students poses an immediate threat to the well-being of the College or there is substantial evidence that the continued presence of the student(s) on the campus shall

disrupt the College, the President may temporarily suspend the student(s) pending a hearing before the Discipline Committee.

**Potential Sanctions:** The degrees of discipline are as follows:

1. Informal Reprimand – an oral expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.
2. Formal Reprimand – a written expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.
3. Probation – probation is for a stated period of time. A student on probation may be subject to loss of privilege to represent the College or a College organization.
4. Community Service – performance of duties under the supervision of local agencies or College officials.
5. Restitution – the student may be required to make compensation for certain violations.
6. Suspension – suspension excludes the student from the College for a stated period of time.
7. Expulsion – dismissal from the College for two years after which the student may apply to the Discipline Committee for readmission.

### **Ongoing Training and Education Campus Save**

Snead State has and will continue to engage student's and its employees in educational training, topics, and programs to promote the awareness of sexual assault, rape, dating violence, domestic violence, and stalking. The College engages in programming and strategies intended to raise awareness and end dating violence, domestic violence, sexual assault and stalking. Programs and materials presented:

- Are culturally relevant and inclusive of diverse communities
- Are informed by research
- Consider environmental risk and protective factors as they occur
- Are assessed for value



Student groups such as Student Government Association (SGA), Phi Theta Kappa (PTK), and Resident Housing Assistants complete training and educational forums relative to Campus Save topics and are engaged in the process. Employees and new students receive training on Campus Save topics via public sessions, presentations, and online training. Resident Assistants receive extensive training on Campus Save topics to include dating violence, rape, stalking, sexual assault, domestic violence, as well as training on bystander intervention. Employees receive additional training at presentations which take place on campus as well as online training on Campus Save via [www.snead.edu](http://www.snead.edu).

Throughout the semester and year, various community members such as law enforcement specialists, volunteer organizations, guest speakers, and the Office of Security all present information on Campus Save awareness subject matter.

Snead State Community College began presenting programs which are now defined as being part of Campus Save initiatives long before it became a requirement. However, an abbreviated list of some of the Campus Save education activities (2014/2015/2016) associated with the initiative include:

Resident Assistant (Student Housing) **Campus Save** Training

Employee and Student Online Accessible Training

Parson Days Orientation Topics (Campus Save)

Student Housing presentations on **Campus Save** to all Housing Students and Athletic Teams.

Orientation Training for all Housing Students Annually (Cafeteria or Health Sciences buildings)

Student Housing presentations on **Alcohol and Drugs** and their relationship to **Sex Offenses and Consent** (Health Sciences Building/Gym)

Multiple New Student Orientations (Parson Days) describing **Campus Save** and its Policy as well as the **College's Statement of Support for Campus Save** (Fielder Auditorium)

PTK and SGA Meetings on **Campus Save** and Event Planning for Presentations (McCain Bldg, Student Union Building)

Multiple PTK and SGA Meetings Discussing **Campus Save** and Opportunities for Involvement (SUB)

Public On-Campus Presentations on **Domestic Violence and Stalking** led by Alberville Police Department (SUB)

Criminal Justice class presentations on Domestic Violence and Bystander Intervention (open to all students)

Public, On-Campus Presentations led by Kelly's Rainbow, **A Domestic Violence** Shelter in North Alabama (SUB)

Public, as well as classroom presentations led by Kim Kilpatrick, House of Hope, certified addictions counselor, on Campus Save topics such as **Domestic Violence, Addictions, and Bystander Intervention** (SUB and Norton Building)

An introduction to **Campus Save**, led by SSCC Director of Security (Fielder, SUB, Health Sciences Bldg)

Campus Employee Training: **An Introduction to Campus Save**: Online [www.snead.edu](http://www.snead.edu)

Campus Save Presentation on **Domestic Violence and Bystander Intervention** (Norton Building)

Campus Save Presentations on **Domestic Violence, Stalking, Sexual Assault (Human Trafficking) and Bystander Intervention** by Tennessee Valley Family Services, Inc. (SUB and Norton)

Campus Save Presentation to all Student Housing Residents specifically addressing **relationship violence, rape, consent, and Bystander Intervention** (Health Sciences Building)

Campus Save presentation by Kim Kilpatrick, House of Hope, to students on **addictions, sexual assault, and bystander intervention** (Norton)

Campus Save presentation by Boaz Police Department on Responding to Crime reports involving acts of **Domestic Violence and Stalking** (Norton Building)

Ongoing Campus Save Training for all Employees placed online and required to be reviewed annually

Semester Specific Campus Save Training for Resident Assistant's and New Students completed each August and September on all facets of Campus Save

Annual Campus Save Training for all Housing Students completed and additional activities planned by Resident Assistant's and community providers (SUB)

Annual Security Report Documentation Dissemination of Campus Save and Clery Act Guidelines, Policies, Education, and Initiatives (Director of Security)

## **Protection/Restraining Orders**

The Office of Security recommends that you immediately advise it of any protection or restraining orders which have been secured and signed by a Judge. Also, you are requested to keep a copy of the order with you while you are on campus. It is helpful if the Office of Security also has a copy of such order. In the event the order is breached, most often all that is needed is for this order to be displayed to local law enforcement and the person violating the order may be arrested on site. The Office of Security will also be supportive in advising you as to how to seek a protection/restraining order if requested.

## **Advising the Campus Community About Sex Offenders**

Snead State Community College is required to receive notification from state and/or local law enforcement agencies in the event that a registered sex offender is enrolled at this College. Offenders are required under laws referred to as “Megan’s Laws”, to provide this information to the state. The information should then be provided to specific college security departments as applicable. For detailed information concerning sex offender registration for this area, please consult the Boaz Police Department, 101 Line Avenue, Boaz, Alabama, 256-593-6812. [www.cityofboaz.org](http://www.cityofboaz.org). For Arab campus, please contact Arab Police Department, 740 North Main Street, by calling 256-586-8124 or via their web page at [www.arabcity.org](http://www.arabcity.org).

The Office of Security can also provide further information at the Office of Security, located in Elder Hall Dormitory, 404 W Mann Avenue, Suite 102, Boaz, Alabama, 35957, 256-840-4167 (office). Snead State Community College is not required to request this information from law enforcement agencies. Rather, this information is required to be provided to the SSCC Office of Security by law enforcement officials having jurisdiction on each specific campus (city/county). While the College is required to inform the campus community where sex offender information can be accessed, the College is not required to disseminate sex offender information of specific offenders throughout the campus community. An updated list of sex offenders along with search availability can be found online as [www.marshallcountysheriff.org](http://www.marshallcountysheriff.org).

## **Missing Student Notification**

Snead State Community College has adopted a formal “Missing Student Notification” protocol which will be enacted in the event a housing student is determined or reported to be missing. In the event a housing resident/student has been missing for 24 hours, individuals should report this information to the Boaz Police Department 256-593-6812, AND/OR or to Director of Security Paul Gore in the Office of Security 256-840-4167 (office), 256-264-5060 (cell) at Snead State Community College (pgore@snead.edu). This information may also be reported to the Housing Manager, Casey Underwood, 256-593-5120, and/or Director of Student Housing Jason Cannon, 256-840-4150.

Each student in Elder Hall (SSCC main campus student housing facility), and additional housing students residing in campus managed property have the option to register a confidential contact person to be notified in the event that a student is determined to be missing. Only authorized campus officials and law enforcement officers in the furtherance of their duties may have access to this information. All students, even if they have not registered a contact person, should be aware that local law enforcement will be notified in the event of a missing student report. Students less than 18 years of age and not emancipated should be aware that their parent/guardian will be notified.

In the event a student is observed to be missing for 24 hours, the missing student policy will be placed into effect at that time. However, in the event of a missing housing student where there is additional information which indicates a more immediate response is required; notification and police contact will take place as soon as possible, even if the 24 hour standard has not been met. Normally, the Director of Security will make this decision based on available information.

## **Health Services and First Aid**

Students needing emergency medical treatment while on campus should call 911, and if possible contact or have someone contact a member of the administration, staff, faculty member, and/or the Office of Security. A student suspected or observed to be seriously ill or injured will be sent via ambulance to Marshall Medical Center South, in Boaz, Alabama. The expense of transportation, hospitalization, or emergency treatment will be borne by the student. Certainly, as with any emergency of an immediate nature, you should call 911 and then notify Security or any staff member as soon as possible in order to assure prompt communication. Office of Security and local responder contact information is also printed on the reverse side of your SSCC student vehicle hang tag. Please keep these issued hang tags on your interior rearview mirror and ensure they are visible from the outside of the vehicle.

## **Campus Housing Fire Safety (Annual Fire Safety Report)**

Elder Hall is the primary student residential housing facility on the campus of Snead State Community College. It consists of two floors above ground, and a basement area. The basement is not utilized as a residential area. Floors 1 and 2 are utilized as student residential areas. There are multiple pull-station type fire alarm activation stations on each floor and at each entrance/exit, as well as stairwells. There are visual flashing fire alert modules located in multiple areas on each floor and are highly visible. Rooms are installed with sprinkler heads. There is also an accompanying high-pitched audible tone which can be clearly heard in the event any of the pull stations are activated.

There are also multiple fire extinguishers located on each floor in the event of a very small, manageable fire. However, in all cases of a fire alarm activation, local responders via 911 notification will be dispatched to the housing area, located at 404 W Mann Avenue, unless the activation is the result of a planned test; in which the Office of Security will make contact prior with the local fire department. The Elder Hall fire alarm system is a monitored system. SSCC main campus has expanded student housing into 5 additional residential (houses) locations in contiguous areas of the main campus. Each residence is equipped with fire extinguishers, smoke detectors, and occupants receive specific emergency, fire safety, and fire extinguisher training. All fire safety equipment is routinely monitored and serviced as needed. Effective August of 2017, additional student housing areas separate from Elder Hall have been terminated for student use.

Resident Assistant's and students have been trained on the proper evacuation procedures for their respective floor within the main student housing facility, and specific residences. There are five entries/exits located on the primary student housing building located at Elder Hall. There are highly visible exit signs also located throughout the building which highlight exit points. The fire alarm system in the housing area also possesses sprinkler capability. There are fire panels which are accessible only by key to reset and silence the system once the emergency or test is complete.

There have been no fires reported in Elder Hall (primary on-campus dormitory) for this reporting period. Arab campus does not offer student housing. There was one fire reported in expanded student housing in 2014. This was an unoccupied fire, resulting in a total loss of the residence. There were no injuries or deaths associated with this fire. There were no fires reported for 2015 or 2016. The Office of Security conducts fire alarm equipment tests, and also conducts fire drills. The fire panels, system, and extinguishers are all inspected several times during the week on routine rounds, and routinely checked by fire safety contractors. Plans are underway to upgrade some systems across campus which

are older than some of the systems in the newer or recently renovated campus buildings. The Cafeteria, Student Union Building, and Elder Hall dormitory have all received fire alarm upgrades and improvements in the past two years.

Additional training has been given to Resident Assistants and Housing Managers concerning Fire Safety. Fire safety will continue to be a point of emphasis in the student residential housing areas. Additional fire extinguisher operation training was also given to the Resident Assistants through Boaz Fire Department and SSCC Office of Security. However, at this time, students and staff are advised to clear any building where a fire is present and report by calling 911 and state the location of the fire. Local fire fighters and police also have immediate access to student housing for emergency purposes only by utilizing an issued SSCC emergency scan card, thus ensuring immediate entrance into the main student housing building at any hour.

In the event of a fire, any student or staff member, or visitor should call 911 and report the location of the fire. The area should be completely vacated as soon as possible (all floors). Never use an elevator during a fire emergency. Students and Resident Assistant’s are trained in the “nearest clear exit” concept of evacuation from the building. In the event of a fire call 911 first! The Office of Security should be notified as soon as possible by calling 256-264-5060 (cell).

If necessary, the Office of Security and Boaz Fire Department will work together to clear the building and/or check areas of concern to help ensure student accountability and safety in the event of a fire. In any such scenario, student, staff, and visitor safety will be the priority. The SSCC Office of Security and local Boaz Fire Department have met frequently and discussed scenarios and response protocols. The Elder Hall fire alarm system is an actively monitored system.

**2014 Fires: On-Campus Student Housing Facilities**

Category of Fire	Cause	Fire-Related Injuries	Fire-Related Deaths	Property Damage
Unintentional	Heating Equip	0	0	\$25k-\$49K

## **Student Housing Policies Regarding Electrical Appliances, Smoking, and Open Flames**

All appliances within Elder Hall must have an automatic shut-off or timer. Open-coil appliances or open flames of any kind are not allowed in Elder Hall or student houses. Gasoline, kerosene, propane or propane tanks, and/or any other flammable/combustible substance shall not be stored in or around any residence unit or within proximity of the building. Heating units fueled by such materials are not allowed. Candles, oil lamps, incense, or any device producing an open flame is prohibited within student housing. Disciplinary action and/or legal action could result for anyone intentionally starting an open flame in the student housing building. Snead State Community College is a “Tobacco-Free” campus.

### **Fire Safety Regulations**

**It is essential that residents in student housing facilities follow fire safety regulations.**

- No open flames permitted of any kind.
- 
- Do not leave any appliance unattended while in use (curling irons, stoves, heaters)
- NO candles, incense, kerosene lamps, or any incendiary devices are permitted
- The storage or use of flammable liquid is prohibited
- Fireworks are not permitted
- Any appliance with exposed heating elements are prohibited
- The use of multi-outlet plugs is prohibited
- Smoking is prohibited on campus, and also prohibited in all areas of student residential facilities
- In the event of a grease fire or food fire on top of a stove eye, do not attempt to move or lift the container. Instead, turn off the stove eye and cover the pot with a metal lid. If the container is inside the oven, turn the oven off and leave the oven door closed. Notify the appropriate personnel (**911 in event of fire**)
- Portable Space Heaters are not permitted

## **Residence Hall Fire Prevention Information**

Smoke detectors and sprinkler systems. The residence hall (Elder Hall) has smoke detectors and sprinkler systems installed and a fire alarm control panel as well as multiple pull stations located throughout the facility. All suites/rooms are equipped with smoke detectors. Each floor is equipped with fire extinguishers. Fire alarm pull stations are located on each corridor of each hall. Tampering with any extinguisher or pull station or fire panel with false pretenses is against the law. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors, or exit signs are subject to severe disciplinary action. Fire drills will continue to be held each semester. All persons inside the residence hall must evacuate when such a drill is conducted. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, could result in disciplinary action. This concludes the annual fire safety report, which may by policy be included as part of the Annual Security Report.

## **Policy on Drugs, Alcohol, and Weapons**

The presence, possession, or use of illegal drugs and/or alcohol while on the Snead State Community College campus is prohibited. Possession of any firearm or dangerous weapon or destructive device is prohibited, except those possessed by lawful, duly certified law enforcement authorities in the performance of their official duties. College disciplinary and/or referral to the criminal justice system could result from violating the policy on illegal drugs, alcohol, and weapons. Prohibition of weapons signs are clearly posted on all campus buildings.

## **Severe Weather**

In the event or expectation of severe weather, announcements will be made in all class areas if classes are to be dismissed. College personnel will notify students in the event of a severe weather alert or other emergency situation. Individuals should follow the directions of College personnel in an emergency situation. (Schoolcast alerts may also be utilized in such scenarios and will be initiated by the College Security, IT Department, or by additional trained employees). During non-school hours, area radio stations will be notified:



WAFN-WRAB	Arab	92.7 FM	1380 AM
WAVU-WQSB	Boaz-Albertville	630 AM	105.1 FM
WBSA	Boaz	1300 AM	
WAAX	Gadsden	570 AM	
WGSV-WTWX	Guntersville	1270 AM	95.9 FM
WCRL-WKLD	Oneonta	1570 AM	97.7 FM

**Contact Persons**  
256-840- + extension

Dr. Robert J. Exley, President <a href="mailto:rexley@snead.edu">rexley@snead.edu</a>	ext. 4101
Mr. Joe Whitmore, VP of Finance and Administration <a href="mailto:jwhitmore@snead.edu">jwhitmore@snead.edu</a>	ext. 4102
Dr. Annette Cederholm, VP for Academic Affairs <a href="mailto:acederholm@snead.edu">acederholm@snead.edu</a>	ext. 4142
Mr. Michael Gibson, Associate Dean of Online Learning <a href="mailto:mgibson@snead.edu">mgibson@snead.edu</a>	ext. 4124
Mr. Mark Richard, Athletic Director <a href="mailto:mrichard@snead.edu">mrichard@snead.edu</a>	ext. 4110
Mr. Randy Maltbie, Chief IT <a href="mailto:rmaltbie@snead.edu">rmaltbie@snead.edu</a>	ext. 4112
Mr. Jason Cannon, VP Student Services Title IX Coordinator for Students <a href="mailto:jason.cannon@snead.edu">jason.cannon@snead.edu</a>	ext. 4150
Ms. Amanda Gunnels, Human Resources Title IX Coordinator for Staff <a href="mailto:Amanda.griggs@snead.edu">Amanda.griggs@snead.edu</a>	ext. 4113
Ms. Teresa Walker, Arab Site Director <a href="mailto:Teresa.walker@snead.edu">Teresa.walker@snead.edu</a>	ext. 4211
Mr. Paul Gore, Director of Security <a href="mailto:pgore@snead.edu">pgore@snead.edu</a>	ext. 4167 *256-264-5060*

### **Additional Contacts and Numbers**

P. Gore, Director of Security, Elder Hall, Snead State Community College  
404 West Mann Avenue, Boaz, Alabama 256-840-4167 (office)  
256-264-5060 (cell)

Boaz Police Department	101 Line Avenue, Boaz, Alabama 256-593-6812, 256-593-3500 (911)
Arab Police Department	740 North Main Street, Arab, Alabama 256-586-8124 (911)
Albertville Police Department	201 South Broad Street, Albertville, AL 256-878-1212
Guntersville Police Department	340 Blount Avenue, Guntersville, AL 256-571-7571
Marshall County Sheriff's Office	423 Blount Avenue, Guntersville, AL 256-582-2034 (911)
Marshall Medical Center South	2505 US Hwy. 431, Boaz, Alabama 256-593-8310
Marshall Medical Center North	8000 AL Hwy 69, Guntersville, Alabama 256-571-8000
Kelley's Rainbow Emergency Shelter (Domestic Violence Shelter)	256-891-9864
National Sexual Assault Hotline	1-800-656-HOPE
Marshall-Jackson Mental Health Ctr	256-582-3203
Marshall County Health Department	256-582-3174

Additional resources and contacts available upon requests from the Office of Security and/or Title IX Coordinators Amanda Gunnels and Jason Cannon.

This Annual Security and Fire Report was compiled and submitted by P. Gore, Director of Security, Snead State Community College Office of Security, Boaz, Alabama, and is in response to mandates requiring dissemination of stated information. Any further questions or items in need of clarification should be directed to Mr. Gore by calling 256-840-4167, or via e-mail: [pgore@snead.edu](mailto:pgore@snead.edu)

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