



Snead State Community College
Office of Security
2017 Annual Security Report
Arab Instructional Site

Introduction

The Annual Security Report (ASR) is an all-inclusive document which demonstrates campus crime statistics occurring at the SSCC Arab Instructional Site of Snead State Community College, located in Arab, Alabama. 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 sexual assault, dating violence, domestic violence, relationship violence, and stalking. Much more detail will be given 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 behaviors 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 Arab Instructional Site (SSCC AIS) located in Arab, 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 notify 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 also call 256-840-4167, or e-mail (pgore@snead.edu.) The mailing address for the SSCC Office of Security is P.O. Box 734, Boaz, Alabama, 35957. The physical address for the Office of Security is 404 West Mann Avenue, Boaz, Alabama, 35957. There will be no charge levied for requested copies. It is not necessary to make your request in writing. The SSCC Office of Security cell phone number is 256-264-5060.

For criminal offenses, the SSCC Arab Instructional Site is required to report data for the previous three years (2014, 2015, and 2016). In previous years, this information specific

to the SSCC AIS would be included in the Snead State Community College main campus survey and Annual Security Report (ASR). It was determined in 2016 that the College would be required to report the Arab Instructional Site data independently of the main campus in Boaz, Alabama. However, there have been no previous offenses in past calendar years at the Arab Instructional Site which would have been reported otherwise.

For **Violence Against Women Act offenses (VAWA: Campus Save)**, the SSCC AIS is required to report data for 2014, 2015, and 2016. The SSCC AIS has no Student Housing Facilities. Below is a charted compilation of the offenses reportable for these periods. The Annual “Fire Safety Report” is not required for the SSCC AIS because student residential housing is not provided at the Arab location. There were no Criminal Offenses occurring for the reporting period. There were no institutional Disciplinary Actions reported for the offenses of Weapons (Carrying, Possession) Offenses, Drug Abuse Violations, or Liquor Law Violations. There were no “Unfounded” crimes documented by law enforcement for this reporting period at the SSCC Arab Instructional Site. Arab Instructional Site has no Non-Campus property.

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	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. Drug Abuse Violations	0	0	0
c. Liquor Law Violations	0	0	0

Arrests- On Campus

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

VAWA (Violence Against Women Act) Offenses- On Campus

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, Noncampus, 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 occurring at the SSCC AIS. 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 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. The Office works closely with local law enforcement and county law enforcement as needed. Arab Police Department has jurisdiction of the Arab campus, and the Office of Security operates in an administrative role as opposed to a law enforcement role. The Office of Security holds discretionary ability to initiate disciplinary action, and/or may refer to local law enforcement for potential criminal processing and adjudication. In some cases depending on the nature of the offense, both administrative and law enforcement processes may be initiated. Security personnel have an outstanding working relationship with law enforcement and area emergency responders. All entities work together to accomplish the overall security objectives of the site. Security personnel do not hold the authority to arrest individuals (with the exception of observed felony offenses.) The Office of Security does not maintain a normal presence on the Arab Instructional Site. However, the Office of Security does respond as needed to the SSCC AIS. 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. Arab Instructional Site personnel may consult with the main campus Director of Security as needed, and relies on the Arab Police Department for any emergencies. The Director of Security will respond to the Arab Instructional Site as needed for issues relative to security concerns, training, or consultation as needed. The Office of Security is available to consult and work with the SSCC AIS to discuss such issues as emergency planning and potential security issues. The Office of Security is available to consult with the Site Director, faculty, students, and staff employed and enrolled at the SSCC Arab Instructional Site.

The Office of Security does not function as a 24 hour, 7 day a week functioning office. Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and campus closures. The Arab Instructional Site (AIS) administrative offices are open Monday through Thursday, 8:00 a.m. to 6:00 p.m., for administrative purposes, and holds classes normally on specific evenings Monday through Thursday, up until 10:00 p.m. Unscheduled patrols and campus event coverage, as well as part-time security staff presence, results in security being available approximately 14 hours per day on-call during the week on the main campus, and may respond if needed and appropriate to the Arab Instructional Site. Normally, the Director of Security or designee is available 24 hours a day, 7 days per week for consultation via telephone 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.

There are no designated Snead State Security personnel permanently located at the SSCC AIS. The site relies on the Arab Police and Fire Departments for emergencies, and communicates any pertinent emergency or non-emergency information to the Office of Security. The Snead State Office of Security maintains a Campus Crime and Activity Log at the Arab Instructional Site as well as a Campus Fire Safety Log in which incidents are recorded by nature, date, time, and disposition of recorded incidents. The log may also be requested from the Office of Security. The most recent sixty (60) day period of the Crime Log is available upon request Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays and campus closures on site. 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. There is no requirement for the SSCC AIS to keep a Fire Log due to the absence of residential student housing. However, for administrative purposes the Office of Security has elected to keep one on site, which is available for public review, and will document any fires taking place at the site location.

The Office of Security works closely with 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 SSCC AIS. They also have the authority to issue parking citations to students, faculty, staff, and visitors. Criminal incidents and/or motor vehicle accidents are 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 at the SSCC Arab Instructional Site are strongly encouraged to immediately report any crime to the local police department by calling 256-586-8124, or (911) for emergencies. SSCC AIS victims of crime or witnesses to a crime should contact the Arab Police department by calling 256-586-8124, or also by calling (911) for any situation of an emergency nature. 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. Prompt reporting to the Office of Security will also help to assure “timely warning” is issued on campus 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 coordinating security for College sponsored events as needed, supporting law enforcement with documentation of incidents as needed, and conducting administrative investigations as needed on potential disciplinary issues.

Building and Campus Access Policy

During business hours, the SSCC AIS will be open to students, employees, guests, and invitees. During non-functioning hours, access to the site 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.

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, all students are informed of services offered by the Office of Security. Presentations and discussions are held via student group meetings and presentations. Electronic mail is also used to reach the maximum number of students and staff on security issues and awareness relevant to the College.

The Office of Security conducts staff/faculty in-person meetings and consultation as requested to discuss specific security-related concerns of various areas at the SSCC AIS, and is more than willing to discuss aspects of implementation of the SSCC AIS Emergency Plan with all interested staff who may have questions about their work area. The Snead State Community College Emergency Plan is presently in the final stages of updating and will be available soon, replacing the previous emergency plan.

Notice of Non-Discrimination

It is the policy of the Alabama Community College System Board of Trustees, Snead State Community College (SSCC AIS), 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

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. Please contact the Arab Police Department by calling 256-586-8124 or by calling 911. 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 call the Office of Security.

It is the policy of Snead State Community College Arab Instructional Site 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. 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, Elder Hall Dormitory, Suite 102, Boaz, AL. Office of Security personnel will meet you at the Arab Instructional Site if needed, and is happy to assist you with potential security concerns.

Campus Security Authorities

A person may also report a crime to additional persons at the SSCC AIS other than the local police department or the Office of Security. Persons who have “significant responsibility for student and campus activities” are considered “Campus Security Authorities.”

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 each been withdrawn. The department is referring campuses to the documents entitled, Questions and Answers on Campus Sexual Misconduct, its Revised Sexual Harassment Guidance issued in 2001,

and the Dear Colleague Letter on Sexual Harassment issued January 25, 2006. The links to those documents are:

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

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

Additional Contacts

Mr. Jason Cannon, Vice President for Student Services, Title IX Coordinator for Students (Boaz campus) 256-840-4150

Amanda Gunnels, Human Resources, Title IX Coordinator for Employees (Boaz Campus) 256-840-4113

Timely Warning/ Emergency Notification

In the event that a crisis/threatening situation arises that in the judgement of the local municipality, EMA, and/or the SSCC Office of Security constitutes an ongoing or continuing threat, a specific campus wide “timely warning” will be issued. Timely warnings are issued with respect to ongoing levels of threat involving Clery Act reportable crimes. 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 if the emergency allows. Additional departments and staff/faculty could also be utilized in an emergency response effort to protect life and SSCC AIS property in an emergency situation. The Office of Security will work with the Arab Site Director, 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.

In all such emergency situations, when feasible, the President and/or 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, 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 a “timely warning” will be issued. 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 the SSCC AIS. 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, among many more. The SSCC AIS Director is responsible to ensure employees working at the SSCC AIS, to include adjuncts, are informed of the location and content of the SSCC Emergency Plan located online at www.snead.edu. In the event of any emergency, always dial 911 First! Staff may access the plan via the intranet located on the web page. The Site Director is responsible for ensuring that appropriate staff understand the emergency plan, and should bring any potential oversights or concerns involving the plan to the attention of the Office of Security. Presently, an updated and much more detailed emergency plan is in its final stages of adoption, and will soon replace the current plan located on the web site.

Confidential Reporting Procedures

The SSCC AIS encourages anyone with information of a criminal or emergency event to promptly report this by calling 911 first, then contact the Office of Security, located on the Boaz, Alabama main campus. All reports of crime and misconduct are taken seriously and may be referred to the appropriate disciplinary (administrative) or criminal justice agency, depending on the nature of the offense being reported. Confidential reports may be made to the Office of Security by calling 256-840-4167 (office), 256-264-5060 (cell).

Crime Prevention and Risk Reduction Tips

All SSCC AIS members including students, faculty, adjuncts, and staff are all responsible in playing a part in maintaining safety and order at the SSCC AIS. 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 perceptive in order to aid in 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. Avoid the area and notify.
- 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 check 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, Business) and sound your horn. Draw attention to yourself. You may also call 911 and report your situation if you have access to a cell phone or On-Star Service.
- 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 your hand so you don't have to hesitate 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 and/or the Police department.
- If you are walking and suspect someone is following you, go to an occupied building you can gain access to and have someone notify police.
- Try to avoid walking alone, especially during low-activity times or at night
- Don't be shy about making noise. Yell, scream, make loud noises to attract attention of others if needed.
- Avoid doorways, corridors, or alleys in low light conditions.
- Notice areas where visibility is limited.
- Always report suspicious activity.

SSCC Arab Instructional Site, SSCC 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. Participating in student orientation, giving guidance to maximize crime prevention, consulting, organizing online and in-person training programs, 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, to include the SSCC AIS, 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, and training are conducted through the Office of Security. **Snead State Community College Arab Instructional Site 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 this policy may face disciplinary sanctions up to and including expulsion or termination of employment, and potentially referral to law enforcement authorities.

The College (to include the AIS) will continue to engage students, staff, and faculty in educational and informative subject matter aimed at preventing these behaviors. As with any emergency, always call 911 immediately.

Additional topics presented during the year along with student/employee training will focus on recognizing signs of abusive behavior. Ongoing prevention and awareness efforts take place several times throughout the year. There is also online and available training on a host of additional topics relative to Campus Save. The Arab Instructional Site actively supports Campus Save, Clery Act, and the Violence Against Women Reauthorization Act (VAWA). The SSCC AIS 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 applies to conduct occurring on College campuses and sites, College property, and College sanctioned events or 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 and

Campus Save 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 adhered to 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.

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

Complainant: A victim who has made a complaint of a violation of misconduct.

Respondent: The individual(s) who is accused of a prohibited conduct.

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 year’s 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, and stalking, 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 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. Other factors also impact consent and the ability to consent, such as age and relationship of the parties involved.

Confidentiality

The SSCC Arab Instructional Site is committed to protecting the privacy of any individual involved in a report of sexual violence or misconduct. However, anyone victimized by such a crime should always seek a safe place first and report. The SSCC AIS advises you to call 911 immediately and also notify the Office of Security.

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

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

Other Emergency Contacts

Arab Police Department
740 North Main Street
Arab, AL 35016
256-586-8124 (911)

Marshall County Sheriff's Office
423 Blount Avenue
Guntersville, AL 35976
256-582-2034 (911)

Marshall Medical Center North
8000 Al Hy 69
Guntersville, AL 35976
256-571-8000

Snead State Office of Security
Paul Gore, Director of Security
Suite 102, Elder Hall
404 West Mann
Boaz, AL 35957
256-264-5060 (Cell) 256-264-5060 (office)
pgore@snead.edu

SSCC Arab Instructional Site Director
Teresa Walker
SSCC Arab Instructional Site
261 South Main Street
Arab, AL 35016
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Reporting Procedures

The Snead State Community College Arab Instructional Site has procedures in place that serve to be sensitive to those who report sexual assault, rape, domestic violence, dating violence, stalking, and other offenses. Students should contact 911, or the Arab Police Department at 256-568-8124 for any emergencies. Then, please contact the Director of Security (Office of Security: SSCC main campus in Boaz, AL, 256-840-4167 (o), 256-264-5060).

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 SSCC Office of Security also so they may help initiate procedures to protect you and the community in the event of an active and ongoing threat.

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 each been withdrawn. The United States Department of Education is referring campuses to the documents entitled, Questions and Answers on Campus Sexual Misconduct, its Revised Sexual Harassment Guidance, issued in 2001; and the Dear Colleague Letter on Sexual Harassment issued January 25, 2006. The links to these documents of referral are:

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

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

Filing a False Report

It is a violation of College policy for any student, faculty, staff member, or administrator to file a false report against another individual.

Institutional Disciplinary Hearing Process Arab Instructional Site

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 on the main campus in Boaz, Alabama.
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 SSCC AIS. 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.

8. 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 to be used will be a standard of “reasonableness.” All such disciplinary proceedings will be conducted in a manner which is fair and impartial.

Due Process / Student Rights for Student Discipline Cases

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The SSCC AIS 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. In cases where hearings/processes require being conducted in Arab at the SSCC AIS, appropriate personnel will hold such processes at the SSCC AIS.

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 of Student Services may accept jurisdiction. If the Vice President of Student Services approves a student’s request to waive his/her right to Discipline Committee hearing, the Vice President of 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 SSCC AIS community, or when there is substantial evidence that the continued presence of the

student(s) on the campus shall disrupt the SSCC AIS, the President may temporarily suspend the student(s) pending a hearing before the College 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 re-admission.

Ongoing Training and Education Campus Save

Snead State AIS will engage student's and its employees in educational seminars, topics, training, and programs to promote the awareness of sexual assault, rape, dating violence, domestic violence, and stalking. The College engages in comprehensive 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 on the main campus complete training and educational forums relative to Campus Save topics and are engaged in the ongoing process. All employees of SSCC AIS and new students receive training on Campus Save topics via public sessions, presentations, and required online training. These trainings include information on dating violence, rape, stalking, sexual assault, domestic violence, as well as training on bystander intervention. SSCC AIS employees also receive Campus Save online training via 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. These activities and presentations are advertised and open to all members of both the SSCC main campus and the SSCC AIS.

Snead State actually began presenting programs which are now defined as being part of “Campus Save” initiatives long before it became required. A partial list of 2014, 2015, and 2016 events are listed below.

Resident Assistant **Campus Save** Training completed each August

Student Housing presentations on **Campus Save** (SUB) to all Housing Students

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 Albertville Police Department (SUB)

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

Arab Police Department Discussion on SSCC AIS and Implementing Objectives At the Site (Arab Police Department/ SSCC AIS)

Parson Days Review of Campus Save Initiatives for SSCC AIS students

Public, as well as classroom presentations led by House of Hope on Campus Save topics such as **Domestic Violence and Addiction**. (SUB and Norton Building)

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

SSCC AIS Employee Training: **An Introduction to Campus Save**: Online
www.snead.edu

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

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 Criminal Justice students on **addictions, stalking, sexual assault, and bystander intervention** (Norton)

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

Training on Campus Save, Emergency Plan, and Reporting Protocols- SSCC AIS

Ongoing Campus Save Training for all Employees placed online (Boaz and Arab)

Semester Specific Campus Save Training for Resident Assistant's and New Students completed

Human Trafficking, Bystander Intervention, and Domestic Violence, Tennessee Valley Family Services, Inc.

Annual Campus Save Training for all Housing Students will be completed each year in August

Annual Security Report Documentation Dissemination of Campus Save and Clery Act Guidelines, Policies, Education, and Initiatives (Director of Security) Applicable to both SSCC Boaz, Alabama campus and the SSCC AIS, located in Arab, Alabama.

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 will be arrested on site.

SSCC AIS students and employees should also place a copy on file at the SSCC AIS location. You may do so by contacting the Office of Security. The SSCC AIS and Office of Security will also be supportive in advising you as to how to seek a protection/restraining order if requested.

Advising the SSCC AIS Community About Sex Offenders

Snead State Community College Arab Instructional Site 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 location. 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. For detailed information concerning sex offender registration for this area, please consult the Arab Police Department, 740 North Main Street, Arab, AL 35016, www.arabcity.org, or by calling 256-586-8124.

The Office of Security can also provide further information at the Office of Security, located in Elder Hall Dormitory, 404 W Mann Avenue, Boaz, Alabama, 35957, 256-840-4167 (office). The SSCC AIS 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 SSCC AIS is required to inform the campus community where sex offender information can be accessed, they are 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 also be found online at: www.marshallcountysheriff.org.

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, a staff member, 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 North, in Guntersville, 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.

Arab Instructional Site Fire Safety

The SSCC AIS has no student housing facilities. Its operations take place in a portion of a building housing additional vendors un-related to SSCC AIS or SSCC operations. There are pull-station type fire alarm activation stations in hallways and entrance/exit signs. There are fire alert modules located in multiple areas on hallways. 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 fire extinguishers located on hallways 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 SSCC AIS, unless activation is the result of a planned test; in which the Office of Security will make contact prior with the local fire department. There are multiple entry/exit points located throughout the site. There are fire panels which are accessible only by key to reset and silence the system.

There have been no fires reported at the SSCC AIS for this reporting period. Arab campus does not offer student housing. The Office of Security conducts fire alarm equipment tests, and also conducts fire drills. The fire panels, system, and extinguishers are all inspected weekly on routine staff rounds, and are regularly checked by fire safety contractors.

Fire safety will continue to be a point of emphasis at both the SSCC main campus and the SSCC AIS. Additional fire extinguisher operation training will be given to all staff/faculty/employees of the SSCC AIS, as requested and deemed necessary. However, at this time, students, staff, and employees 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 will respond.

In the event of a fire, any student, staff member, or visitor should call 911 and report the location of the fire. The area should be completely vacated as soon as possible. Employees should direct students to the "nearest clear exit." 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). In any such scenario, student, staff, and visitor safety will be the priority.

Fire Safety Regulations

It is essential that students and staff/employees follow fire safety regulations.

- No open flames permitted of any kind.
- Do not leave any appliance unattended
- NO candles, incense, kerosene lamps, or any incendiary devices are permitted
- The storage or use of flammable liquid is prohibited
- Fireworks are not permitted
- The use of multi-outlet plugs is prohibited
- All tobacco products are prohibited at the SSCC AIS
- *Portable Space Heaters are not permitted*

Policy on Drugs, Alcohol, and Weapons

The presence, possession, or use of illegal drugs and/or alcohol while on the Snead State Community College Arab Instructional Site 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 at SSCC AIS entry points.

Severe Weather

In the event or expectation of severe weather, announcements will be made in all class areas if classes are to be dismissed. SSCC AIS personnel will notify students in the event of a severe weather alert or other emergency situation. Individuals should follow the directions of SSCC AIS 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/business 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 rexley@snead.edu	ext. 4101
Ms. Teresa Walker, AIS Director twalker@snead.edu	ext. 4211
Mr. Jason Cannon, VP for Student Services, Title IX Coordinator for Students jason.cannon@snead.edu	ext. 4150
Ms. Amanda Gunnels, Human Resources Title IX Coordinator for Employees Amanda.griggs@snead.edu	ext. 4113
Mr. Paul Gore, Director of Security pgore@snead.edu *256-264-5060*	ext. 4167
Mr. Randy Maltbie, Chief IT Officer rmaltbie@snead.edu	ext. 4111

Additional Contacts and Numbers

P. Gore, Director of Security, SSCC, Elder Hall, Suite 102,
404 West Mann Avenue, Boaz, Alabama 256-840-4167 (office)
256-264-5060 (cell)

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

This Annual Security 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 specifically for the SSCC Arab Instructional Site. 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.

Report submitted September 29, 2017 for publication and dissemination to SSCC Arab Instructional Site employees, staff, adjuncts, and students.

