



Snead State Community College
Office of Security
2018 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 previously encompassed 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. However, it should also be noted that 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issued by the Office of Civil Rights at the United States Department of Education, dated April 29, 2014; have each been withdrawn effective September 22, 2017. The United States Department of Education is referring schools 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 are contained within this document as follows:

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

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.) 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. 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 (2015, 2016, and 2017). For **Violence Against Women Act Offenses** (Sexual Assault, Domestic Violence, Dating Violence, Stalking, etc) , the College is also required to report data for 2015, 2016, and 2017. Crime reporting statistics represent the statistics for the Boaz, Alabama main campus of Snead State Community College. In accordance with Clery guidelines, it should be noted that VAWA offenses are disclosed in the year they are reported, regardless of when the offense is reported to have taken place. For this reporting period there was one .

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 2015, 2016, or 2017. 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 2nd degree, and Possession of Drug Paraphernalia. There were no “Unfounded” crimes documented by law enforcement for this reporting period. Any reportable entries occurring on the Boaz, Alabama (main) campus of Snead State Community College are documented in this report. SSCC Arab Instructional Site information will be reported independently.

Criminal Offenses- On Campus

	2015	2016	2017
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-On-Campus Student Housing Facilities

	2015	2016	2017
Criminal Offenses			
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	0	0	0
l. Motor Vehicle Theft	0	0	0
m. Arson	0	0	0

Criminal Offenses- Noncampus

	2015	2016	2017
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	2015	2016	2017
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*

	2015	2016	2017
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

	2015	2016	2017
a. Weapons: Carrying, Possession, etc	0	0	0
b. Liquor Law Violations	0	0	0
c. Drug Abuse Violations	2	0	0

VAWA (Violence Against Women Act) Offenses- On Campus

	2015	2016	2017
a. Domestic Violence	0	0	1
b. Dating Violence	0	0	0
c. Stalking	0	0	0

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

	2015	2016	2017
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

VAWA (Violence Against Women Act) Offenses Non-campus

	2015	2016	2017
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

	2015	2016	2017
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, and sidewalks 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. The College has also recently contracted with a security firm to provide additional evening and late night coverage as well, resulting in expanded hours of security coverage. 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 also available to consult with Building Managers to ensure there are no unexpected difficulties in implementing emergency plans in respective buildings. The College Emergency Plan (EROP) has been updated this year and approved for implementation.

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, patrols and campus event coverage, as well as part-time security staff presence and security contractor presence results in a security presence on campus of approximately 18 hours per day or more. Security is also present at additional 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, and/or to assist in facilitating a response if conditions warrant. The College IT Department is also tasked with initiating emergency notifications as needed. The Director of Security along with the Director of Housing are 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 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, 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 periodically. 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.

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 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; among many other training topics. 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. After calling 911, please contact the Office of Security by calling 256-264-5060 (cell), or 256-840-4167 (8 am-5 pm: office). In the evening, nighttime hours, please call 256-264-5060 (cell), 256-264-3563 (cell), or 256-277-8401 (security contractor cell). In all other cases where the situation is NOT an immediate emergency, please notify the Office of Security and report your concerns by calling 256-264-5060, or by e-mail pgore@snead.edu . The direct number for the Boaz Police Department dispatch center is 256-593-3500.

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 Violence Against Women Act crime (stalking, fondling, sex offenses, domestic violence, dating violence) 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, and this will be explained in a later section. All such incident reports will help the College take steps to keep the campus safe and expedite an effective response. Such information can serve to identify patterns of criminal activity and locations, and could also serve to support the effective reporting and disclosure of campus crime statistics. Campus Security Authorities are provided training in proper steps to follow in the event of a report.

Effectively, all personnel of the Office of Security, and employees of the College are all potentially CSA’s as all employees of the College share in holding significant responsibility for student and campus activities in their respective locations.

Remember, a student or visitor most likely will reasonably recognize any staff member as having such responsibility. Students will reach out to who they are comfortable speaking with. This may be an Executive Assistant, Faculty member, Dean, Athletic Director, Title IX Coordinator, Housing Director, Coach, Event Coordinator, Site Coordinator, or in a Residential Student Housing area this could even be a Student Resident Assistant on duty. In any instance where you are uncertain of reporting requirements or need assistance in directing or being directed through proper reporting and/or documentation protocol, please contact the Office of Security. Again, for any events of an emergency nature, please call 911 FIRST! A partial list of Campus Security Authorities and their title and contact numbers are listed below:

Paul Gore, Director of Security	256-264-5060 (cell), 256-840-4167 (office)
Jason Cannon, Vice President Student Services, Housing Director, Title IX Coordinator (students)	256-840-4150
Brittany Goble, Director Campus Engagement	256-840-4208
Joe Whitmore, VP for Finance and Administration	256-840-4102
Amanda Gunnels, HR, Title IX Coordinator (employees)	256-840-4113
Mark Richard, Athletic Director	256-840-4110

Building Managers: (also considered CSA's)

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, Amy Stone	256-840-4146
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	256-840-4187
Physical Plant (Maintenance), Steve Williams	256-840-4144
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
Trio Director, Marie Smith	256-840-4131
Technology Building, Greg Randall	256-840-4166
Plunkett-Wallace Gymnasium/ Athletics, Mark Richard, AD	256-840-4110
Cafeteria, Vicki Carr	256-840-4104

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. 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. In the event of any emergency, **always dial 911 First!**

Confidential Reporting Procedures

Snead State Community College encourages anyone with information of a criminal or emergency event to promptly report this by calling 911 in an emergency and/or by contacting the Office of Security, located on the Boaz, Alabama main campus by calling 256-264-5060 © or 256-840-4167 (o). 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. The Office of Security accepts confidential reports of crime.

Crime Prevention and Risk Reduction Tips

All Snead State Community College members, including students, administrators, staff, faculty, and adjunct instructors are responsible in playing a part in maintaining safety and order on campus. 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, trust your "gut feeling" and remove yourself from the area.
- Try not to load yourself down with packages and bags.
- Always lock the 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, gathering of people, 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, especially at night. 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, and/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.

Snead State Community College Office of Security and any Crime Prevention initiative 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.

Responsible Employees

A "responsible employee" is a College employee who has the duty to report incidents of sexual violence or misconduct, or other student misconduct, or any employee **whom a student reasonably believes has such authority**. Responsible employees are, in effect, any employee of the College. At this time, additional guidance on identification of "Responsible Employees" and "Campus Security Authorities" is expected to be received from the United States Department of Education in the near future.

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 with various groups. **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. The United States Department of Education is expected to submit updated guidance and clarification on policies and procedures utilized by secondary institutions as it relates to these processes in the near future.

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. Title IX Coordinators have the responsibility to investigate reported incidents of sexual misconduct in accordance with this policy and to recommend appropriate solutions.

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, or taking a nude photograph of someone without consent), Engaging in voyeurism (peeping tom) or facilitating the voyeurism of others, non-consensual video, photos, 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

Complainant: A victim who has made a complaint of a violation of sexual misconduct, or on whose behalf a complaint was made of disciplinary action initiated.

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

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)

Responsible Employee: a College employee who has a duty to report incidents of sexual violence or misconduct, or other student misconduct, or who a student could reasonably believe has this authority.

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.

Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

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. Internally, all College employees could be potentially involved in the College's Title IX response process and should appropriately safeguard and respect private information. Throughout the process of any complaint relative to Campus Save initiatives, every effort will be made to protect the privacy of all individuals involved in a manner that also allows the College to conduct a crucial review/investigation; restricting involvement to only those with a legitimate "need to know."

For example, Title IX Coordinators, Disciplinary Hearing Officers, Law Enforcement (if a person seeks prosecution of an offense) etc. **Note:** Professional confidentiality

(meaning a person has engaged someone in the community, i.e., a counselor, pastor, treatment professional, etc., is a level of consent whereby **no information** may be communicated to others absent the danger of harm to self or others). Before a victim reveals any information to a “responsible employee,” the employee should ensure the victim understands the employee’s reporting obligations. If the victim desires complete confidentiality, they should be directed to a source for confidential reporting. The Office of Security accepts reports of a confidential nature. However, persons reporting should be aware that such requests, while usually honored in totality, may not be possible to honor if potential harm is imminent or could result if confidentiality is granted. Any victim reporting to a “responsible employee” should understand that if they wish to report an offense but also maintain confidentiality, the employee will tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it if it could be potentially dangerous to the College community or others.

If the victim discloses an incident but wishes to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the obligation to provide a safe, non-discriminatory environment for all employees, visitors, and students (including the victim). While confidentiality in most cases will likely be afforded, there may be times the College may not be able to honor a victim’s request. Again, safety and security will be the primary motivation in making such a decision. If the College honors the request for confidentiality, a victim must understand the College has a duty to investigate the incident and pursue disciplinary action against the alleged perpetrator. The College’s ability to do that in a meaningful way could be compromised if confidentiality is granted. The responsibility for evaluating requests for confidentiality will rest with the Title IX Coordinator. When weighing such a request, the Title IX Coordinator will consider:

- Increased Risk that the alleged perpetrator will commit additional acts of a sexual or violent nature
- Other sexual violence complaints involving the same perpetrator
- Whether the alleged perpetrator has a history of arrests or records indicating a history of violence
- Any additional threats of a sexual or other nature against the victim or others by the perpetrator
- Whether the sexual violence was perpetrated with a weapon
- Whether the victim is a minor
- Whether the College possesses other means to obtain evidence of the sexual assault (cameras, physical evidence)
- Whether the victim’s report reveals a pattern of perpetration
- Safety and security of the campus community

The presence of one or more of these factors could lead the College to investigate and pursue disciplinary action. If the College determines it cannot maintain a victim’s confidentiality, the College will inform a victim prior to starting an investigation and will (to the extent possible) only share information with people directly responsible for handling the College’s response. The College will be

mindful and respectful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim in any form by students or employees will not be tolerated. **The College may not require a victim to participate in any investigation or disciplinary proceeding.** The College will:

- Assist the victim in accessing victim advocacy, academic support, counseling, disability and/or health or mental health services, housing reassignment (if applicable) and legal assistance.
- Provide security and support, which could include assisting the victim with expediting a no-contact or restraining order, helping arrange a change of work assignment or course schedule (including for the alleged perpetrator pending the outcome of an investigation), or adjustments for assignments or academic tests.
- Inform the victim of the option to report a crime to law enforcement and provide assistance if the victim wishes to seek a criminal justice system remedy.

Be mindful that if the College determines that an alleged perpetrator poses a serious and imminent threat to the College community, a timely warning/emergency notification, and assistance from the local police department could all be initiated. Any emergency notifications issued will **not** include information that identifies the victim.

Options for Assistance Following A Sexual Misconduct Incident

Upon becoming aware of an incident of sexual misconduct at either the Boaz main campus or the Arab Instructional Site, the College will make every effort to assist the victim in seeking appropriate assistance from advocates and counselors (as well as community resources) who can provide a response. On campus advocates include campus Title IX Coordinators who will assist by providing support in accessing the reporting processes and providing information regarding resources that may be utilized. However, anyone victimized by such a crime should always seek a safe place first and then report. The College advises you to call 911 immediately and also report to the Office of Security. However, it is the victim's option in how they choose to respond.

Assistance from Title IX Coordinators may be accessed by contacting:

Title IX Coordinator for Employees: Amanda Gunnels, 256-840-4113: Technology Center, 500 Usry Street, Boaz, Alabama. (Human Resources Office)

Title IX Coordinator for Students: Jason Cannon 256-840-4150, Academic Success Center, 404 Usry Street, Boaz, Alabama. (Student Services)

A victim of a sexual offense has the options of seeking remedy or remedies through law enforcement, College disciplinary process, confidentially reporting, and/or seeking remedy through the Title IX process. Neither of these processes are contingent on the others being initiated or completed first. A victim of sexual misconduct makes the decision whether to report the offense and to whom.

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)
Snead State Office of Security (Mon-Fri, 8am-5 pm)	256-840-4167 (Office)
Snead State Office of Security (Evenings: Mon-Thur)	256-264-3563 (cell)
Snead State Office of Security (24 hours)	256-264-5060 (cell)
Security Contractor (Mon-Sun: Evenings/Nights)	256-277-8401 (cell)

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, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling, and support referrals and additional remedies to prevent contact between a complainant and the accused. Top priorities are safety and confidentiality throughout the process. Additional remedies relate to housing assignments, academic assignments, transportation, and work accommodations if reasonably available. Students should contact 911, or the Boaz Police Department at 256-593-6812/ 256-593-3500, or the Office of Security 256-264-5060 (cell) 256-840-4167 (office).

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. Such persons may include Security, Law Enforcement, Disciplinary Hearing Officer, Title IX Coordinator, all depending on whom the event is reported to and potential options the victim seeks. If you have been the victim of such an offense, you may elect to contact Law Enforcement, Security, the Title IX Coordinator, or whoever else you may choose; or all parties above. The names and extensions or numbers of these contact persons will be noted at the end of this document.

In the event of such a report to the Office of Security, the College will assess the safety needs of the complainant. The College will assist as needed or requested with notification of the police. The College will also assess the need for interim or long-term protective measures to protect the complainant. The College may also provide a “no trespass” directive to the accused party if deemed appropriate. It is imperative that you be mindful that essential evidence may be lost if you clean up, use the restroom, shower, or douche after a sexual assault. If a victim chooses to notify law enforcement or security personnel, all conceivable efforts will be made to protect you from further harm. Your first priority after any sexual assault is to get to a place of safety and notify someone you need help.

The procedures below may be followed to provide a course of action for any employee or student who has been the victim of sexual misconduct. Again, for any incidents of an emergency nature, please call 911!

Informal Resolution: Students or employees who desire to file a complaint regarding a violation of Sexual Misconduct policy may report to the Title IX Coordinator. Incidents may be reported to any “responsible employee” at any time, but individuals are encouraged to report incidents as soon as possible at whatever level of remedy he/she so chooses. Any College employee should notify the Title IX Coordinator immediately. (In the event a complaint were to be lodged against a Title IX Coordinator, the complaint should be sent directly to the President’s Office).

The Title IX Coordinator will schedule a meeting with the complainant in order to provide general information, advise the individual of their rights and options, and identify any intervention measures that should be taken. Alternatives will be discussed at that time for proceeding with the complaint. Keep in mind, a victim of sexual misconduct, assault, etc., may elect to pursue disciplinary remedy, no remedy, law enforcement adjudication, disciplinary proceedings, or a combination of any of the above or NONE of the above. The College will make any and all reasonable and prudent efforts to honor such requests, albeit it will always make such decisions with regard to the overall safety and well-being of the College community.

Additional information regarding policies and processes is expected to be received by the United States Department of Education in the near future.

Sexual Assault Victims Bill of Rights

- Survivors shall be notified of their options to notify law enforcement
- Accuser and the accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding, **AT THE SAME TIME.**
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic and living situations

Any persons reporting an incident of sexual misconduct against them will receive a written notice of their rights, and options will be presented to them at that time. These options will include seeking no remedy, pursuing disciplinary remedy, seeking grievance remedy, seeking law enforcement remedy, or a combination of these options. All parties should expect processes conducted to be fair and impartial.

The College may impose, upon a final determination of an institutional disciplinary proceeding, and upon a finding that the proscribed act was committed; expulsion. Please note that this administrative action may also result when a sexual offense is adjudicated by the criminal justice system, or even if it is not (depending on the specific circumstances, investigation, and procedural hearing). It cannot be overly emphasized that the College takes such behavior seriously, and will always encourage victims to seek prosecution through the criminal justice system to the fullest extent of the law. However, the College also recognizes it is the victim's choice as to their options in responding to such an offense.

To repeat, if you are the victim of a sexual assault, your first priority should be to get to a place of safety. You should then report the event absolutely as soon as possible and obtain medical treatment. Filing a police report will assure that you receive necessary medical treatment and tests, at no expense. Making a report with the Snead State Office of Security will not obligate the victim to criminally prosecute, nor will it subject the victim to scrutiny or judgmental opinions. A victim of sexual assault may choose to pursue an investigation through the criminal justice system and/or the SSCC disciplinary process, and/or pursue a Title IX remedy, or all three. It is the victims decision who to report to or whether to report the crime at all.

Additional Rights

Snead State Community College will afford any student or employee who reports they have been the victim of an incident of sexual violence, either on campus or off-campus during a College sponsored/sanctioned activity, with the following rights and information:

- Possible sanction or measures of protection that may result from a disciplinary process
- Procedures which should be followed in the event of an incident of sexual violence to include: preservation of evidence, reporting protocol information, options for reporting to law enforcement, informing victims of their right to decline reporting to law enforcement, information about no-contact orders issued by a court of jurisdiction.
- Notification of existing counseling, health, mental health, victim advocacy, and other services in the community
- Notification that the College will comply with requests for accommodations related to housing, job assignment, and scheduling where reasonably available whether or not a formal report is filed.
- Victims have the right to seek protective and/or disciplinary action through the College, Law Enforcement, or both.
- Proceedings will be conducted by officials who receive sexual violence and misconduct annual training as well as training on conducting investigations.
- Both victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied by an advisor of their choice. (special accommodations can be made as needed to limit or restrict contact or placement of victim and alleged perpetrator in same hearing room, etc)
- Both the accuser and accused will be simultaneously informed of the outcome of any proceeding as well as procedures to appeal the results, changes to the result, and when the result becomes final.

Sanctions potentially imposed through the complaint process can include the following: reprimand, expulsion, probation, restitution, no-contact orders, voluntary withdrawal, cease and desist orders, and additional requests of the victim as deemed appropriate. For violations of policy by employees, in addition to other penalties, counseling, training, warning, reprimand, or termination may result.

Grievance Procedures

Snead State Community College is committed to providing a recourse for students or employees who believe that they have been the victim of sexual misconduct and who have not been able to resolve the situation at the complaint level. The steps below shall be followed in accordance with Alabama State Board of Education policy.

620.01: Grievance Procedure – Title IX

1. The original and two copies of Grievance Form A must be filed with complainant's Dean or Department or Division Chair within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files).
2. Complainant's Dean or Department or Division Chair will immediately notify the President and the Title IX Coordinator of receipt of Grievance Form A. The Dean or Department or Division Chair will have 30 calendar days following date of receipt of Grievance Form A to investigate and study complainant's allegations, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of Form A must be provided to the Title IX Coordinator and the President. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
3. Complainant must, within 15 calendar days following receipt of Dean or Department or Division Chair's report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. Complainant must state clearly and specifically on Form B the objections to the findings and/or decision of the Dean, Department or Division Chair. Copies of Form B must be provided the Title IX Coordinator and the President. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of Dean or Department or Division Chair's report, the right to further appeal may be forfeited.
4. The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations, the report of the Dean or Department or Division Chair, and make a written report of findings to complainant. Form B must be used for the report. Copies of Form B must be provided the Title IX Coordinator and the Chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

5. Complainant must, within 15 calendar days following receipt of President's report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Form C must be used. Complainant must state clearly and specifically on Form C the objections to the findings and/or decisions of the President. Copies of Form C must be provided the Title IX Coordinator and the Chancellor. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the President, hold a formal hearing, and make written report of findings to complainant. Form C must be used for the report. Copies of Form C must be provided the Title IX Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested. NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

** The Title IX Coordinator will resolve reports or complaints equitably and as promptly as practicable after the report or complaint is made. **Additional guidance related to policies and procedures for administratively adjudicating student on student sexual misconduct is expected to be released by the United States Department of Education in the near future.

Hearing Procedures

If a hearing is scheduled within the time frame designated by the Title IX Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The Title IX Coordinators will normally not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee, complainant, or the respondent in any way. The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainant(s) will have the opportunity to present such oral testimony and other supporting evidence as appropriate to the claim. Respondents shall then be given the opportunity to present such oral testimony and other

evidence deemed appropriate to the respondents' defense against the charges. Either party may ask the hearing officer to ask a question of the other party. The hearing officer may or may not choose to do so.

In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

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

Report of Findings

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing.
2. Name of each member of the hearing committee.
3. List of all witnesses for all parties to the grievance.
4. Findings relevant to the grievance.
5. Decisions and recommended consequences.
6. Recommendation(s) to the President arising from the grievance and the hearing thereon. Any recommendations or sanctions imposed by the hearing committee must be approved by the President.

Potential sanctions and recommendations imposed include reprimand, restitution, probation, no contact orders, cease and desist orders, voluntary withdrawal, suspension, and expulsion. For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include: Counseling or training, written warning, reprimand, suspension with or without pay, demotion, and termination.

Non-Retaliation Requirement

No student, faculty/staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or

grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

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.

General Procedures Followed After A Report of Sexual Assault, Stalking, Dating Violence, or Domestic Violence

Depending on when reported (immediate vs. delayed report) the College will provide complainant with access to medical care. The College will:

- Assess immediate safety needs of the complainant.
- Assist with contacting the local police department if the complainant requests, and in any event will provide the contact information for the local police department.
- Provide complainant with information regarding off-campus health and/or counseling providers.
- Assess the need to implement interim or long-term protective measures as deemed appropriate.
- Provide the victim with a written explanation of rights and options.
- Record a “no-contact” directive to the accused party if deemed appropriate.
- Assist with (if requested) and will provide instruction on how to seek a Protective Order.
- Provide instructions on how to preserve evidence.

In cases of Sexual Assault, the College will provide a copy of the policy applicable to sexual assault to the complainant. The College will inform a complainant and the accused of the outcome of an investigation, and will state the outcome of the hearing. The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination for assisting in any investigation. The College will recognize it is the victim’s choice as to

what avenue a complainant chooses to follow to seek remedy. The College will also make decisions as needed and prudent to protect students, employees, and property.

Pursuit of Criminal Action

Snead State Community College encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and sexual misconduct. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal justice process to the extent permitted by law. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Records

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of a student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file. Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College and its property as required. In the event of a simultaneous criminal and campus disciplinary or Title IX process, neither is contingent on the other to conclude first.

Snead State Community College Administrative Disciplinary Response

In any event of a report of an act of sexual misconduct (domestic violence, dating violence, sexual assault, rape, stalking) and in keeping with the wishes of the victim (as well as the safety and security of the College), the College will:

- 1) Provide a prompt, fair, and impartial investigation and resolution
- 2) Ensure the proceedings are conducted by officials who receive annual training on issues relative to these offenses, among others, and also on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- 3) Ensure such proceedings entitle both the accuser and accused the same opportunity to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting by an advisor of their choice
- 4) Ensure both the accuser and accused are informed of the outcome of the institutional disciplinary proceeding in writing (at the same time), the institutional procedures for the accused and the victim to appeal the results, and any change in the results that occurs prior to the time results become final, as well as when the results become final.

A student or employee who reports to the College that they have been a victim of one of the aforementioned offenses shall be provided with a written explanation of the student's or employee's rights and options. Further clarification and guidance on policy and procedures related to how institutions conduct such processes is expected to be received soon from the United States Department of Education.

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.

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.

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. 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 (2015/2016/2017) 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** and **Bystander Intervention** Techniques (SUB) 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 Albertville 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

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

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)

All College policies and Student Handbook information now includes updated Campus Save information and has been implemented

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

Bystander Intervention

Bystanders often play a critical role in the prevention of sexual and relationship violence. They are the individuals who observe violence or witness the conditions that perpetuate violence. They have the choice to speak up or intervene. The College desires to promote a culture of community accountability where bystanders are actively engaged in observation and the prevention of violence without causing further harm. If you observe any behaviors such as aggression, sexual assault, stalking, relationship/dating violence, or domestic violence, you should always notify someone immediately by calling 911. You may have to make choices, based on the specific circumstances of the event, as to how to best intervene. We ask that you do not place yourself in harm's way. If you suspect such activity is taking place, call 911 immediately.

A judgment call must be made by a bystander as to how to respond to help mitigate or lessen the harm to a victim or potential victim. It is imperative that you notify someone immediately. In some scenarios, it is feasible that you might disrupt such an event in progress by yelling or announcing your presence. In many cases, intervention may simply mean informing a friend that a potential dating partner or social environment doesn't "look" or "feel" right to you. As students and employees, we ask that you be observant and immediately notify the Office of Security and/or law enforcement in any situation that arouses suspicion. Never fail to report a concern by calling or by anonymously reporting if you feel as though a problem situation exist or is developing. Again, in any emergency please call 911 immediately. We also request that you contact the Office of Security.

Tips For Bystander Intervention

- If attending a party and you notice behavior which could be threatening or overly intrusive upon another person's personal space, turn on the lights or turn off the music.
- Ask the person if everything is alright. Don't trust that it "is probably nothing." Attempt to intervene or disrupt a situation by calling attention to the person. Yell their name. Tell them you need to speak with them. Alert others who may be at the location "with" the person. Make something up if you have to.
- Assist the person by walking them to their vehicle if you feel a situation doesn't look right. Walk with them to a safe area or agree to meet authorities with them at a safe area.
- Don't be afraid to tell a friend you need to talk to them in order to pull them aside and out of the potential situation.

- Use code words. If you or your friends contact each other and say this word, each of you will recognize this word as a request for intervention.
- Don't be afraid to tell a friend they are out of line, or acting inappropriately.
- Watch out for your friends and fellow students and employees
- If you see someone who looks like they could be in trouble or need help, ask if they are alright
- Speak up when someone discusses plans to take sexual advantage of another person.
- BELIEVE someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off -campus resources listed in this document for support in health, counseling, or with legal assistance.

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 breeched, 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. 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.

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

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 Director of Housing, Jason Cannon, by calling 256-840-4150. The Arab Instructional Site does not provide student housing.

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 of a missing student notification/report, the report will be referred immediately to the Boaz Police Department by the Office of Security. 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 need for immediate implementation; 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 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 discontinued expanded student housing at additional locations in contiguous areas of the main campus in 2017.

Resident Assistant's and students have been trained on the proper evacuation procedures for their respective floor within the main student housing facility. 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. This is a monitored alarm system.

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 were no fires reported for 2015, 2016, or 2017. 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 and Elder Hall dormitory have received fire alarm upgrades and improvements in the past three years.

Additional training has been given to Resident Assistants 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, police, and security contractors also have immediate access to student housing for emergency purposes 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 discussed scenarios and response protocols.

2015, 2016, 2017 Fires: On-Campus Student Housing Facilities

Category of Fire	Cause	Fire-Related Injuries	Fire-Related Deaths	Property Damage
n/a	n/a	0	0	0

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. The fire alarm in Elder Hall is a monitored alarm system. 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 or 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 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-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-WTXX	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
Mr. Joe Whitmore, VP of Finance and Administration jwhitmore@snead.edu	ext. 4102
Dr. Annette Cederholm, VP for Academic Affairs acederholm@snead.edu	ext. 4142
Mr. Michael Gibson, Associate Dean of Online Learning mgibson@snead.edu	ext. 4124
Mr. Mark Richard, Athletic Director mrichard@snead.edu	ext. 4110
Mr. Randy Maltbie, Chief IT rmaltbie@snead.edu	ext. 4112
Mr. Jason Cannon, VP Student Services Title IX Coordinator for Students jason.cannon@snead.edu	ext. 4150
Ms. Amanda Griggs, Human Resources Title IX Coordinator for Staff Amanda.griggs@snead.edu	ext. 4113
Mr. Paul Gore, Director of Security pgore@snead.edu	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, 404 West Mann Avenue, 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

Report submitted September 28, 2018 for publication and dissemination to staff and students.

