The Annual Campus Security Report is an inclusive document which demonstrates campus crime statistics, the status of current security measures, as well as any applicable plans for implementation of improved security measures in the future. This report also addresses changes in policy and procedure due to the “Campus SaVE” amendment to the Clery Act, which affords additional rights to victims of sexual violence, dating violence, domestic violence, and stalking. This annual report is made available via hard copy and electronic mail. If you would desire copies of this annual report, please contact the Office of Campus Security by calling 256-840-4167. No charge will be levied for copies provided. It is not necessary to make your request in writing. The Office of Security is located on the first floor of Elder Hall, 404 West Mann Avenue, Suite 102, on the Boaz campus. The Office of Security cell phone number is 256-264-5060.

Plans are documented and in place at this time to address a variety of actual emergency scenarios specific to each building on the Snead State Community College campus. Such emergency scenarios include: Hostage Situations, Fires, Medical Emergencies, Civil Disturbances, Inclement Weather, Hurricane Shelter Activation, Evacuation Procedures, Bomb/Bomb Threats, Hazardous Material Spills, Abusive or Assaultive Behavior, Shooter, Trespass Violations, Utility Emergencies, and School Closings. There is also additional pertinent information located in the plan. Each person responsible and designated as a specific Building Manager for each specific college building is responsible to ensure that fellow staff, adjunct instructors, and students are aware of specific emergency action plans as needed and as appropriate to their building. This is also emphasized in trainings during the year. Each Building Manager has a copy of the plan and is responsible along with the Office of Security to ensure fellow employees and students know what to do in the event of an emergency.

Emergency or pertinent campus information is also readily available on the school web site via the IT Department and/or Schoolcast. Schoolcast is the emergency notification system used by the College. All students and staff are encouraged to enroll in schoolcast by going to www.myschoolcast.com. Any questions may be directed to the Office of Security at any time if you have a question about emergency plans. If any Building Manager needs to requests an additional plan, they could contact the Office of Security at 256-840-4167, or e-mail pgore@snead.edu. The campus “crime log” and annual report are available online at www.snead.edu. Click on “current students” and go to the Security link.

Plans have been put into place also regarding a satellite campus of Snead State, located in Arab, AL. As is the case on the main campus, Arab site staff have an emergency plan and will generally respond much in the same manner as the main campus in Boaz. The plan covers all the same scenarios as the main campus plan stated above. In the case of emergencies at either campus, 911 should be notified initially and immediately upon recognition of an emergency situation.
At this time, the Security office employs one full time Director of Security and one part-time security person, as well as an additional staff member with expanded security duties on the main campus. The Office of Security disseminates and updates information as needed and is available to consult and work with all parties on campus to ensure they are aware and comfortable with their specific building plan. Plans are always evolving and should never be considered a “finished product.” The Snead State Community College Office of Security is available to work with each Building Manager and staff members in general to ensure there are no discrepancies or unexpected potential difficulties in the actual implementation of any of these emergency scenario response plans. If difficulties or schematic challenges are identified, plans will be developed to overcome such obstacles as much as possible.

While oftentimes the logical and reasonable response in an emergency situation will be to call 911 and allow the local police or fire department to respond, the Office of Security can and does address a wide variety of scenarios and is efficient in the resolution of the great majority of potential issues which arise on campus. Emergency plans may continually be updated as issues are identified. Plans can be subject to alteration in event of an actual emergency, depending on additional factors or further information which is developed during real time scenarios. All such plans are documented and on file as the “Snead State Community College Emergency Response Plan” and updated as needed. Specific mock exercises and scenarios are scheduled and held as needed. SSCC Office of Security works closely with all local emergency responders and has an excellent working relationship with additional agencies throughout the county and state. SSCC Office of Security also has an active working partnership with county EMA. Additionally, various components of the National Incident Management System framework have also been implemented and can be utilized as needed in a large scale emergency.

For the purposes of meeting Clery Act requirements, this annual report must include specific information relative to Snead State Community College located in Boaz, AL, as well as SSCC satellite campus (site) located in Arab, AL. The following information is set forth in response to these specific requirements. The Campus Crime and Security Act of 1990 and the Student Right to Know Act require that every institution report and make available information on certain specified crimes that have occurred on campus during the past three years. Any person who feels that a crime has occurred on campus or in an area contiguous to the actual physical campus should report the crime to the Snead State Community College Office of Security. You may either report in person or contact the office by telephone at 256-840-4167 (office) or 256-264-5060 (cell). You may also e-mail the Security Office at p gore@snead.edu. For any reports of an immediate or urgent nature, you are encouraged to call 911 first and then notify the Office of Security.

Information required to be reported at this time is for the calendar year of 2013 but will also include two previous years. In effect, the campus crime information required to be reported in this report encompasses years 2011, 2012, and 2013. The 2014 statistics will be reported in next years Annual Security Report, due for distribution on Oct. 1, 2015. It should also be noted that the expanded policy notated as “Campus SaVE” would require reporting of any sexual assaults, rape, domestic violence, stalking, and dating/relationship violence for 2013 only.
For years 2011, 2012, and 2013, there were no reported incidents (offense charges or convictions) of aggravated assault, arson, murder/manslaughter, motor vehicle theft, sex offenses, or robbery. There were no “hate crimes” reported. There was one (1) reported liquor law violation for 2011, and two (2) reported liquor law violations for 2012. There was one (1) burglary reported for 2013.

Any student or staff/faculty who observes, suspects, or has reason to suspect a crime has been, or is being, committed should notify the appropriate law enforcement agency immediately by contacting the Boaz Police Department at 256-593-6812 for main campus issues and 256-586-8124 for the Arab campus. Certainly, in any emergency, call 911 and notify a staff member as soon as possible. Snead State Community College Office of Security should be contacted as soon as possible also by calling 256-840-4167 (office) or 256-264-5060 (cell). In response to a fire, medical emergency, or any immediate threatening emergency, please call 911 and explain your location and the events you are calling to report. Be as specific as possible and notify the Office of Security as soon as possible at one of the numbers listed above. In an emergency, when contacting College Security, it is best to contact them by calling 256-264-5060 (cell). It is always recommended that the Office of Security be notified as swiftly as possible, so they can assist and be of guidance in the coordination of the response, or at a minimum at least be aware so decisions can be made regarding “timely warning” scenarios or additional actions which may be required. If you are unable to reach Security by the office number, please call the cell number 256-264-5060. This number/unit also serves as a Southern Linc radio. There is additional part-time security staff on campus at varying times in the evening and at night. Their contact information is available to campus instructors as well as adjuncts, and they may also be contacted as needed.

Again in any scenario of an emergency nature, please call 911 first. Snead State Community College does NOT provide security coverage seven days a week, 24 hours a day. The Boaz Police Department has jurisdiction over the main campus. Arab Police Department has jurisdiction over the Arab campus.

The Office of Security at Snead State Community College works closely with area law enforcement and emergency responders as needed. Any student or faculty/staff should feel completely confident in contacting either or both security and area law enforcement in an emergency situation, but it is always suggested you call 911 first in the event of an emergency situation and get assistance on the way immediately. The two will work together as needed to resolve the situation. Call 911 anytime you perceive an emergency situation which would most likely require an outside agency response (police, paramedics, fire department, medical emergency, car accident, etc.). When in doubt, always call 911 first.

Students and other persons on campus may also notify any Snead State Community College employee of an event which should be reported. Every staff/faculty member at Snead State Community College as employees and representatives of the College may be responsible at any time to respond in some manner to an emergency situation. Such responses may be required to
protect the College, its students, and its property. Again, to report an emergency situation, please call 911, and notify the Office of Security as soon as possible by calling 256-264-5060. For all emergencies, call 911 first.

**Timely Warnings**

In the event that a crisis/threatening situation arises that in the judgment of the local municipality, EMA, and/or the SS: Office of Security, constitutes an ongoing or continuing threat, a specific campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and/or phone system to students, faculty, and staff through the schoolcast alert system. This may sometimes necessitate coordination between Security and the IT department. The IT Department has several additional staff trained to initiate schoolcast alerts should Security personnel be off campus or otherwise engaged. Any contract staff present within a building who may not have access to the e-mail system should be notified by the staff/faculty in closest proximity to their respective working area. In such an event, the Office of Security will also effectively as possible oversee a physical effort to notify occupants in each specific building of the nature of the situation. Additional departments/staff could also be utilized in this effort. In the event of a threat, or other potentially dangerous situation, the Office of Security at Snead State Community College will work closely with the local police department and various emergency responders to accomplish two priorities: 1) to reduce or remove the immediate risk to students, staff/faculty, and other persons on campus, by attempting to contain/isolate the threat and 2) to protect further individuals from being introduced into the emergency situation.

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 due notification, or when such persons are otherwise unavailable or off-campus, the emergency measures will be enacted as deemed proper and prudent to protect threats to life and property. The Office of Security realizes there could be times when issuing a timely warning could serve to further congest or further 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 resolved or contained. In any instance where a timely response warning could in fact jeopardize or aggravate a situation, a decision will be made at that time as to whether it will issue the timely response. That discretion rests with the Director of Security.

**Confidential Reporting Procedures**

Snead State Community College encourages anyone with information of a criminal or emergency event to promptly report this information to the Office of Security. 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. At this time the mechanism in place to anonymously report criminal activity or suspicions of criminal activity is by doing so via the “drop-box” located in the Student Union
Building near the kiosk. This box is checked daily by a member of the Office of Security.

**Access Policy**

During business hours, the College (excluding specific housing areas) will be open to students, parents, employees, contractors, guests, community members, and invitees. During non-functioning hours, access to all College facilities is 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 are restricted to occupants only, with the exception of their scheduled and/or registered guests during specific visiting hours. A scan card system is in use in the student housing area at this time, which is designed to grant access only to student occupants who are residing in the dormitory, 24 hours a day. Local law enforcement and EMT/Fire personnel also have access to enter the area if needed.

Visiting schedules will continue to operate as usual. However, all visitors must be accompanied by authorized personnel or an authorized student (dormitory resident) and registered as a visitor. All visitors must enter through the front entrance of Elder Hall and be registered as a guest. The Office of Security provides training as needed to Housing Residents and Housing Resident Assistants as to how to respond in an emergency and whom to contact in an emergency. Resident Assistants as well as housing students have also received training on the Campus SaVE policy which is now in effect, through Resident Assistant training prior to the semester and housing meetings conducted by the Office of Security. Basic rules and regulations of the dormitory are also discussed and clarified among all dormitory students at the beginning of each semester and throughout the semester as needed. The Office of Security meets regularly with housing Resident Assistants and the Director and Assistant Director of Housing. More intensive and specific Residential Assistant training is delivered prior to the beginning of each Fall semester. The Director of Housing coordinates this training as it pertains to RA’s, Elder Hall, and additional campus housing.

**Current Policy on Office of Security**

It has been determined at this time that the Office of Security will not act as an armed police force on the Snead State Community College main campus or satellite campus. However, they do hold the discretionary power to initiate disciplinary action and/or refer to local law enforcement for potential processing and adjudication. Security personnel have an outstanding working relationship with area law enforcement and emergency responders. They work together to accomplish the overall security objectives of the College. It is the policy of Snead State Community College that the Office of Security works with the College to provide an environment conducive to learning which is safe. While Security personnel do not presently hold the authority to arrest individuals (with the exception of observed felony offenses), the local police department does recognize their role and normally concurs with their input and recommendations in responding to specific incidents on campus.
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 Community College adheres to the concept of the “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, and student welfare checks and 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 as deemed appropriate. The SSCC Office of Security also maintains a Campus Daily Crime Log in which incidents are recorded by nature, date, time of day, and disposition of recorded incidents. This “Crime Log” is available in hard copy format in the lobby of Elder Hall as well as being available online at www.snead.edu underneath the “current students” link and the subsequent “Security” link. The “crime log” may also be requested from the Office of Security. The most recent 60 day time period is available upon request Monday through Friday, 8 a.m. to 5 p.m. (excluding holidays and campus closures) as well as being available online. The online version of the “Crime Log” is updated twice monthly. Snead State Community College Office of Security works closely with the local police department to share relevant information concerning campus activities, complaints, and any potential security concerns.

Snead State Community College Security Personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They have the authority to issue parking citations to students, faculty, staff, and visitors. Criminal incidents and/or motor vehicle accidents are referred to the local police who have jurisdiction on campus for report purposes. All crime victims and witnesses are strongly encouraged to immediately report the crime to the local police department by calling 256-593-6812, 911 for emergencies on the main campus (Boaz), 256-586-8124 (Arab campus) and Security personnel at 256-840-4167 (office) or 256-264-5060 (cell). Prompt reporting to the Office of Security will help to assure “timely warning” on campus if conditions warrant or “emergency notification” if such conditions persists that could make campus personnel and students unsafe. It is also essential to take all necessary steps to preserve a potential crime scene. Snead State Community College Security personnel will be happy to provide assistance in helping any student report an incident upon request for such assistance. All such instances will be handled absolutely as discreetly and professionally as possible.

Security Awareness

During Orientation in August/September, students are informed of services offered by the Office of Security. Presentations and discussions are held which detail ways to maintain personal safety on campus. Resident Assistants also receive training in conflict resolution, preventing criminal opportunity, CPR, Campus SaVe, First Aid, Interpersonal Communication, and Fire Extinguisher training. Housing students receive information which helps to assure residence hall security is maintained by not “propping” doors and by discussing proper use and care of room keys and scan cards. Security also communicates helpful tips and basic information to the
campus community regarding issues such as traffic safety and maintaining security of personal property while on campus. A common theme of awareness is to encourage students and employees to be aware of their responsibility for their own security and the security of others. It takes everyone on campus working together and communicating in order to enhance safety and security among the campus community. A priority is placed upon lessening the opportunities for criminal activity. When time is of the essence, information may be released to the College community through security alerts sent via the electronic mail system and/or phone system. In-person information will also be disseminated through the Office of Security when deemed appropriate, and the electronic mail system is used as needed to communicate with students and staff regarding security and safety issues. The Office of Security also offers periodic seminars on safety and security topics.

Health Services and First Aid

Students needing emergency medical treatment while on campus should call 911 and contact a member of the administration, a faculty member, staff member, 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, AL. 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 SaVE

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in this bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual assault, dating violence, domestic violence, and stalking. The following additional information is included in this Annual Security Report in compliance with the aforementioned bill.

Snead State Community College Statement on Campus SaVE

Snead State Community College participates in primary prevention and awareness programs that help promote awareness of sexual assault, rape, acquaintance rape, domestic violence, relationship violence, dating violence, stalking, and bystander intervention techniques. Preventative education programs and seminars are conducted throughout the year and are heavily publicized. Snead State Community College strictly prohibits the above-named offenses. The College seeks to engage students, staff, faculty, and the community in educational presentations and additional literature and activities aimed at preventing these behaviors and also commits
itself to presenting information to aid in bystander intervention techniques, thereby aiding 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 throughout the year will focus on recognizing the signs of abusive behavior and how to avoid potential attacks. Ongoing prevention and awareness campaigns for students, staff, faculty, and the community take place throughout the year. Snead State Community College actively supports Campus SaVE, Clery Act, and the Violence Against Women Reauthorization Act (VAWA).

Assault/Sex Sexual Offenses and Education Prevention Programs

Snead State has and will continue to engage students and its faculty/staff in educational seminars, topics, and programs to promote the awareness of sexual assault, rape, dating violence, relationship violence, domestic violence, and stalking. Student groups are engaged in this process as well, and a Criminal Justice student organization is also being formed and has shown interest in presenting/publicizing such topics. Resident Assistants (student housing leaders) and Housing Students complete training and/or seminars each semester on Campus SaVE topics and receive instruction on procedures for responding to reports of date rape, stalking, relationship violence, domestic violence, sexual assault/rape, and bystander intervention. Employees receive training on Campus SaVE topics via seminars, sessions, and online (via www.snead.edu) training. All staff, new and existing, must complete the required online trainings and are encouraged to attend highly publicized events held throughout the year. Throughout the year, various community members such as law enforcement specialists, volunteer organizations, guest speakers, and the Director of Security speak on campus regarding domestic violence, stalking, date rape, relationship violence, and sexual assault/rape. Students, staff, and faculty are welcomed and encouraged to attend. The Presidential Cabinet of the College also meets regularly and discusses Campus SaVE initiatives and compliance. All incoming students receive information on Campus SaVE topics, and each receive a copy of the school’s interest in supporting this initiative.

Student groups such as Phi Theta Kappa (PTK) and the Student Government Association (SGA) are also involved in publicizing, sponsoring, and hosting Campus SaVE events. The PTK is also taking the lead in signing the “It’s On Us” pledge, as has the Office of Security. This campaign is an initiative from the White House to prevent college sexual assault. NASPA (Student Affairs Professionals in Higher Education) supports this campaign and encourages all student affairs professionals to pledge to work with their students and colleagues to stop sexual assault and gender-based violence on campus.

Snead State Community College will provide sex offense prevention programs each semester. Training to promote the awareness of rape, sexual assault, acquaintance rape, domestic violence, stalking, and bystander intervention and additional offenses will continue to be available and communicated to students. There will continue to be trainings based on sex offenses and their relationship to drugs and alcohol. Additional training is conducted for housing residents, along with Resident Assistant training for housing leaders. Trainings available in the area of substance use and abuse (“town halls”) are also held each year in the Plunkett-Wallace Gymnasium and Student Union Building. Social Services personnel and local law enforcement are utilized in the delivery of such programs as scheduled.
Procedures for Reporting a Complaint

Snead State Community College has procedures in place that serve to be sensitive to those who report sexual assault, 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, the Boaz Police Department at (256) 593-6812, or SSCC Office of Security at (256) 840-4167 (Office) or (256) 264-5060 (Cell). Employees should contact 911, the Boaz Police Department, or Office of Security as well.

It is essential to realize that if you are the victim of a sexual offense, you should report the incident as soon as possible. It is your decision to call 911, the Office of Security, or to notify an additional party to whom you feel comfortable speaking. You are strongly encouraged to notify the SSCC Office of Security by calling (256) 264-5060, local law enforcement at (256) 593-6812 (Boaz Police Dept) or (256) 586-8124 (Arab Police Dept.) or 911, so they may initiate procedures to protect you and the rest of the 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 you should notify if you request such assistance. Confidentiality and safety are priorities, which the College takes seriously. Victims are not named in the 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 (law enforcement, security, 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 the appropriate Title IX Coordinator. The names and extension numbers of these personnel is notated at the end of this document. If any such complaint is reported, the College will assess the safety needs of the complainant. The College will assist as needed or requested with notifying the police. The College will also assess the need for interim or long-term protective measures to protect the complainant. The College will provide a “no trespass” directive to the accused party if deemed appropriate. The priority in any such scenario is safety and confidentiality. 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. By notifying law enforcement and Security personnel, all conceivable efforts will be made to protect you from further harm. Confidentiality will also be held at a premium. The College will agree to make reasonable effort to assist you as needed with housing assignments and academic assignments if you are the victim of a sexual assault. The College will comply with any request for assistance in notifying authorities.
Sexual Assault Victims’ Bill of Rights

- Victims shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present at disciplinary proceeding.
- Both parties shall be informed of the outcome of any disciplinary proceeding at the same time.
- Victims shall be notified of counseling services (referrals).
- Victims shall be notified of options for changing academic and living situations where applicable.

The accuser and the accused are entitled to the same opportunities to have others present during an administrative disciplinary proceeding, and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense (at the same time). Confidentiality and right to privacy are primary concerns throughout such an administrative process. Victims/Survivors will be informed of all potential options such as administrative (disciplinary and/or Title IX) processes and also criminal justice prosecution processes.

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 specific circumstances, investigation, and procedural hearing). The College takes such behavior seriously and will encourage victims to seek prosecution through the criminal justice system to the fullest extent of the law. However, the College also maintains that it is the victim’s choice as to how to respond to such an offense. The College will play a supportive role in either scenario. The standard of evidence used in such a scenario for administrative processes is “preponderance of the evidence,” meaning, it is more likely than not the offense was committed. Disciplinary hearings are conducted by personnel who have received and continue to receive training in areas of domestic violence, sexual assault, stalking, etc. A College representative and/or a member of the local police department will be happy to guide the victim through available options and support the victim in his or her decision. Various counseling options are also available through the use of local and non-profit agencies in the area. Snead State Community College Office of Security and/or the applicable Title IX Coordinator will provide referral services for anyone requesting such services.

Again, 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. The SSCC Office of Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Filing a report with SSCC Office of Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from
officers. Filing a police report will assure that you receive necessary medical treatment and tests at no expense. To restate, a victim of a sexual assault may choose to pursue an investigation through the criminal justice system and the SSCC disciplinary committee (involving the SSCC Office of Security), only the latter, or pursue only a Title IX remedy.

**Bystander Intervention**

If you observe any behaviors such as aggression, sexual assault, stalking, domestic violence, we ask that you do not place yourself in harm’s way. However, call 911 immediately if you suspect such activity is taking place. As in many scenarios, a judgment call must be made 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 could disrupt such an event simply 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 staff, we ask that you be observant and immediately notify the Office of Security or Law Enforcement in any situation that arouses suspicion. Ensure that you walk with a friend after dark, and limit times that you isolate yourself in specific situations. Never fail to report a concern by calling or by anonymously reporting if you feel as though a problem situation exists or is developing. In any emergency we ask that you immediately call 911 and notify authorities. We also request that you contact the Office of Security.

**Tips For Safe Bystander Intervention**

1. If attending a party and you notice behavior which could be threatening or intrusive, turn on the lights or turn off the music.

2. Ask the person if everything is alright. Don’t trust that it “might be 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. Make something up if you have to.

3. 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.

4. 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.

5. Use code words where if you or your friends contact each other and say this word, each of you will recognize this word as a request for intervention.

6. Don’t be afraid to tell a friend they are acting inappropriately.
Definitions of Sex Offenses

Additional information as to specific definitions and various degrees of offenses may be found in Alabama Criminal Code Title 13A- Chapter 6.

**Rape:** A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion, or he or she being 16 years of age or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years of age.

**Sexual Assault:** Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as abuse/battery. Sexual intercourse against a person’s will is rape. Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse. Perpetrators of sexual assault can be strangers, friends, acquaintances, family members, male or female. Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Sexual assault may involve psychological coercion and taking advantage of an individual who is incapacitated or under duress and therefore is incapable of making a decision on his or her own.

**Domestic Violence:** A person commits domestic violence when they commit an offense against a current or former spouse or co-habitant, parent, child, or any person who has or has had a dating, resident, or engagement relationship with the perpetrator.

**Stalking:** Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to be fearful. A person who intentionally and repeatedly follows or harasses another person (and/or who makes a threat, either expressed or implied is guilty of the crime of stalking and possibly additional crimes) is considered a stalker.

**Relationship (interpersonal) Violence:** Could include elements of some of the offenses above.

**Forcible sex offenses:** Any sexual act directed against another person, forcibly.

**Non-forcible sex offenses:** Any sexual act that includes both incest and statutory rape.

**Consent**

It is a violation of law to commit a sexual act without the consent of the individual. Lack of consent results from: forcible compulsion, coercion, and incapacity to consent. A person is deemed incapable of consent if they are forced, threatened, unconscious, drugged, less than 16 years of age, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure.

Know your own limits and communicate what you don’t want.
Say “NO” out loud if you don’t feel comfortable.
Don’t be afraid to say, STOP! No means NO.
Even if consent is INITIALLY given, a person has the right to change their mind and revoke consent. Just because a consensual sexual act has been initiated does NOT mean it shouldn’t stop if the person revokes consent.

**Procedures for Institutional Disciplinary Action**

In cases of alleged domestic violence, dating violence, sexual assault, rape, and stalking, 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 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 to 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 the accused are informed of the outcome of the institutional disciplinary proceeding in writing (at the same time) of: the outcome of the institutional disciplinary proceeding, the institutions procedures for the accused and the victim to appeal the results, any change in the results that occurs prior to the time results become final, and 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. More specific guidelines as to how Campus SaVE and all its elements will impact institutions and how to best implement some of its components will be released by the Department of Education after the negotiated rule-making process. Additional information is expected to be released in November 2014.

Any Title IX investigation will not rely upon, or wait upon, law enforcement in order to resolve its investigation unless the Title IX investigation would specifically undermine an active law enforcement investigation. In such cases, the delay should be as brief as possible.

**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. 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. For
detailed information concerning sex offender registration for this area, please consult the Boaz
Police Department, 101 Line Avenue, Boaz, AL, (256) 593-6812, www.cityofboaz.org.
For Arab campus, please contact Arab Police Department, 1447 Hog Jaw Rd, Arab, AL 35016,
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, Boaz, AL, 35957, (256) 840-
4167. 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 throughout
the campus community.

General Emergency Response

Snead State Community College Security personnel do respond to all reports of campus criminal
activity, campus medical emergencies, campus traffic accidents, and additional requests as
deemed proper and appropriate (vehicle breakdowns, keys locked in car, suspicious persons, etc).
SSCC Security personnel also respond to student-related incidents that occur in close proximity
(contiguous areas of campus) to campus, when notified/requested. The Boaz Police Department
and Arab Police Departments (Arab Site) maintain jurisdictions over each specific campus.
However, the Office of Security has access to immediate communications with city police, fire
department, and ambulance services to facilitate rapid response in any emergency situation
involving our campus and/or our students.

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 to Director of Security Paul
This information may also be reported to the Assistant Housing Manager Casey Underwood, (256) 593-5120, and/or Director of Housing Jarrod Plummer, (256) 840-4203. The Arab site does not provide student housing.

Each student in Elder Hall (SSCC main campus student housing facility) and additional housing residents 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 more 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.

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 fire-alarm activation, local responders 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. This is a monitored alarm system. SSCC main campus has expanded student housing into five (5) additional residential (houses) locations in contiguous areas of the main campus. Each residence is equipped with fire extinguishers and smoke detectors, and occupants receive specific emergency, fire safety, and fire extinguisher training. All fire safety equipment is routinely monitored.

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

There have been no fires reported in Elder Hall or in any additional student residences (houses) for this reporting period. Arab campus does not offer student housing. The Office of Security conducts fire alarm equipment tests and also conducts fire drills. The fire panels, system, and extinguishers are all inspected several times during the week on routine rounds and are routinely checked by fire safety contractors. Plans are underway and actually now in progress to upgrade some systems across campus which are older than some of the systems in the newer or recently renovated campus buildings. There have been no fires reported in additional student housing located adjacent to main campus for this reporting period.

Additional training has been given to Resident Assistants and Housing Managers concerning Fire Safety this year. Fire safety will continue to be a point of emphasis in the student/resident housing areas. Additional fire extinguisher operation training is also scheduled to be given to the Resident Assistants and interested staff and faculty 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 also have immediate access to student housing in emergencies by utilizing an issued SSCC emergency scan card, thus ensuring immediate entrance into the main student housing building at any hour. Alternate arrangements have been made for additional student residences in which to facilitate easy access by security/emergency staff if needed.

In the event of a fire, any student, staff member, or visitor should call 911 and report the location of the fire. The area should be completely vacated as soon as possible (all floors).

In the event of a fire, the Office of Security should be notified as soon as possible by calling (256) 264-5060. If necessary, the Office of Security and Boaz Fire Department will work together to clear the building and/or check areas of concern to help ensure student accountability and safety in the event of a fire. In any such scenario, student, staff, and visitor safety will be the priority. The SSCC Office of Security and local Boaz Fire Department have met frequently and discussed scenarios and response protocols. Local fire, as well as local police, have access capability to Elder Hall (main campus primary student housing building) 24 hours a day, 7 days a week for emergency and duly authorized access.

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 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. Similar policies exist in expanded student housing
locations. Snead State Community College is a “Tobacco-Free” campus.

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

The presence, possession, or use of illegal drugs and/or alcohol while on the Snead State Community College campus is prohibited. Possession of any firearm or dangerous weapon or destructive device is prohibited, except those possessed by lawful, duly certified law enforcement authorities in the performance of their official duties. College disciplinary and/or referral to the criminal justice system could result from violating the policy on illegal drugs, alcohol, and weapons. Prohibition of weapons signs are clearly posted in 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 and/or IT Department). During non-school hours, area radio stations will be notified:

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<th>Station</th>
<th>City</th>
<th>Frequency 1</th>
<th>Frequency 2</th>
</tr>
</thead>
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<tr>
<td>WAFN-WRAB</td>
<td>Arab</td>
<td>92.7 FM</td>
<td>1380 AM</td>
</tr>
<tr>
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<td>Boaz-Albertville</td>
<td>630 AM</td>
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<tr>
<td>WCRL-WKLD</td>
<td>Oneonta</td>
<td>1570 AM</td>
<td>97.7 FM</td>
</tr>
</tbody>
</table>

**Contact Persons**

256-840- + extension

Dr. Robert J. Exley, President
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Dr. Jason Watts, Chief Academic Officer
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Mr. Paul Gore, Director of Security             ext. 4167
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Mr. Randy Maltbie, Chief IT Officer             ext 4111
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This Annual Security Report was compiled and submitted by P. Gore, Director of Security, Snead State Community College, Office of Security, Boaz, AL, 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 at pgore@snead.edu

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