



Shelton State Community College  
Annual Security/Fire Safety Report  
&  
Emergency Action Plan

2018-2019

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It is the policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, 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 the benefits of, or be subjected to discrimination under any program, activity, or employment.

## FOREWORD

### Annual Campus Security and Fire Safety Report Overview

Shelton State Community College gathers information for the preparation and submission of the College's Annual Campus Security and Fire Safety Report (ASR). The ASR is reviewed and updated annually as one cohesive document per the requirements of federal law (see below). The data is uploaded by SSCC to a Department of Education web-site by October 1st each year for the previous three calendar years. The Dean of Auxiliary Services at SSCC gathers and compiles the required information from College Campus Security Authorities (see description below) and applicable law enforcement agencies and submits the College's Annual Security Report. The Dean of Auxiliary Services also maintains the report and ensures its availability. The ASR, along with other crime prevention, safety and reporting information, can be found on the SSCC website: [http://www.sheltonstate.edu/discover/sscc/emergency\\_preparedness.aspx](http://www.sheltonstate.edu/discover/sscc/emergency_preparedness.aspx)

SSCC understands the importance of the Annual Campus Security and Fire Safety Report and works diligently to make the report and related materials available to all students and employees. These materials are available on the website and a paper copy can be provided when requested from the Dean of Auxiliary Services. Students and current employees are informed of this report and other related emergency preparedness information through fall term convocations, faculty and staff meetings, freshmen orientations, and a via college-wide notifications such as the Student E-Newsletter and the College Employee 411.

Prospective students and employees may be made aware of the report either through the enrollment materials for prospective students, or through the application materials for prospective employees. Prospective students and prospective employees may also request assistance directly from the Dean of Auxiliary Services at 205.391.2617.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092mJ)* is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The Clery Act requires colleges and universities to complete the following:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures; and information on the basic rights guaranteed to victims of sexual assault; and starting in 2015, domestic violence, dating violence and stalking as well. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence

and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the online location of the report.

- Maintain a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours, remain open for 60 days, and, subsequently, be made available within two business days upon request.
- Disclose and provide to the U.S. Department of Education, crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities, including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:
  - I. Criminal Homicide
    - A. Murder and Non-negligent manslaughter
    8. Negligent manslaughter
  - II. Sex Offenses
    - A. Forcible
    8. Non-Forcible
  - III. Robbery
  - IV. Aggravated Assault
  - V. Burglary, which means the occurrence of the following:
    - A. There is evidence of unlawful entry (trespass), may be either forcible or non-forcible.
    8. Unlawful entry must be of a structure - having four walls, a roof, and a door.
    - C. There is evidence that the entry was made in order to commit a felony or theft.
  - VI. Motor Vehicle Theft
  - VII. Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- I. Liquor Law Violations
- II. Drug Law Violations
- III. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- I. Larceny/Theft

- II. Simple Assault
- III. Intimidation
- IV. Destruction/Damage/Vandalism of Property

Starting with the 2015 ASR, the statistics for the following incidents must be reported:

- I. Domestic Violence
- II. Dating Violence
- III. Stalking

- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes and incidents an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.
- Devise an emergency response, notification, and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place.
- Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.
- Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate an annual fire report, and maintain a fire log that is accessible to the public. If specifically identified as such, the fire report can be combined with the annual crime report, and the fire log can be combined with the crime log.
- Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

All records concerning the completion of the Annual Campus Security and Fire Report (crime reports, daily incident summaries, referrals for disciplinary action, copies of timely warnings, etc.) are maintained by the Dean of Auxiliary Services for SSCC, as required by the Clery Act.

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against

Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which mends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking. It requires the College to compile statistics for dating violence, domestic violence, and stalking (starting in January of 2014), and begin reporting the numbers in 2015. It also requires the College to provide policy statements addressing domestic/dating violence and stalking in addition to sexual violence, to have programs available addressing the prevention of and response to these crimes, and to establish the definitions that the College will use for classifying these offenses.

The programs, policy statements and definitions are included in this year's report. As noted above, the statistics for these crimes will not be included until the 2015 ASR.

The crime and fire statistics for SSCC are provided at the end of the Annual Campus Security and Fire Safety Report.

### **SSCC EMERGENCY ACTION PLAN**

The Shelton State Community College Emergency Action Plan (SSCC-EAP) has the primary goal of working to ensure a safe and secure teaching and learning environment for students, employees and visitors. As such, any effective emergency action plan requires substantial levels of commitment from all members of the greater college community. While obvious emergency first responders such as security officers, law enforcement officers, firefighters/paramedics, and many others are critical to this plan; the importance of an informed college staff and student body should also be important components.

Adherence to the SSCC-EAP is mandatory and any serious violations may result in the violator's immediate removal by law enforcement officers accompanied by any appropriate criminal charges. The College also retains the right to take any necessary disciplinary actions against students who may have violated the Student Code of Conduct.

### **CAMPUS SECURITY OFFICES**

**All life-threatening or serious emergencies dial 911!**

**Martin Campus**  
205.391.2377

**C.A. Fredd Campus**  
205.391.2646

**Emergency phone boxes are located throughout both campuses and are in place to help contact Security Offices.**

**Dean of Auxiliary Services Office**  
205.391.2225 or 205.391.2617

**FALSE INFORMATION:** Making a false statement to a Law Enforcement Officer, Security Officer, making a threat, or calling in a hoax fire or bomb threat is a crime and will result in appropriate criminal charges. Students will also face college disciplinary action under the SSCC Student Code of Conduct. Your safety and that of others are of paramount importance to Shelton State Community College. Please cooperate in making the greater college community a safer teaching and learning environment for all.

## **ACTIVE SHOOTER AND/OR ARMED INTRUDER**

If you see a person on campus with a gun, knife, or other type of weapon, or if you witness a violent crime of any nature, flee the area if you feel it is safe to do so and seek shelter immediately. Call **9-1-1** to report the incident and provide as many details as possible to local law enforcement. "Run, Hide, Fight" protocols are designed to increase the possibilities of surviving a violent encounter.

In the event of a violent act by an assailant such as a shooting, stabbing, on college property, SSCC will attempt to send a campus wide emergency notification alert via CampusCast as quickly as possible. This alert message will be brief in length but may contain directions such as "Lockdown: Gunman on Campus", "Shelter in Place" "Run, Hide, Fight" or something very similar. Follow these directives immediately and completely. Alert messages do not take the place of sound judgment in any emergency. The College may also use the SSCC website, social media, and local media.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

**DONOTWAIT ONANALERT INAN ACTIVE SHOOTER SITUATION!** Students, employees, and visitors on campus should take the following actions listed below:

**CLASSROOMS:** Unless you feel it is safe to run away and flee the immediate area of danger, remain in place and lock classroom doors or barricade doors with tables, chairs, or other items if possible. Move away from windows and doors. Await instructions ONLY from clearly identified law enforcement officers, security officers, college administrators, emergency first responders, and CampusCast.

**HALLWAYS and SIDEWALKS:** Seek shelter in an occupied classroom or other safe location. Await instructions from clearly identified emergency first responders or college administrators.

**OPEN AREAS:** Flee the area using vehicles and other sturdy objects as protection. If unable to flee the area, lie flat and stay close to the ground.

**IF YOU ARE IN THE PATH OF THE SHOOTER:** Flee the area and seek shelter in a



lockable/barricaded area, or get behind sturdy cover as quickly as possible. Try to remain in groups so that evacuation is easier. In all cases, remain in place if safe until you are evacuated by law enforcement or other emergency first responders.

Local law enforcement will engage the shooter directly; enforce the lockdown, and secure the campus. Follow all instructions of any law enforcement officer and **KEEP YOUR HANDS VISIBLE** at all times for law enforcement personnel to clearly see you are not a threat.

**DO NOT CONFRONT A SHOOTER/ASSAILANT OR ATTEMPT TO STOP THEM UNLESS YOU FEEL YOUR LIFE IS IN IMMINENT DANGER, EVEN IF THE ASSAILANT IS SOMEONE YOU KNOW.**

## **BOMB THREAT**

**DO NOT TREAT A BOMB THREAT AS A JOKE!**

### **1. REPORT**

If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately by calling 9-1-1. Law enforcement and other emergency first responders, in conjunction with College personnel, will coordinate an integrated response and search of any buildings or grounds.

### **2. EVACUATE**

When told to evacuate, everyone must leave the building immediately without exception. Use the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.

### **3. COUNT**

Once outside, stay with your class/group to ensure that each member is present and accounted for to the fullest extent possible.

### **4. STAY AWAY**

Stay at least 300 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by law enforcement officers of campus administration.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow-up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.



## **FULL CAMPUS EVACUATION**

In the event of an emergency that requires the evacuation of one or both campuses, if time allows, you will be advised of the evacuation directive over the CampusCast college emergency notification system. Other methods of communication may be used as well or in place of CampusCast, such as local media, social media, or verbal directives. **Follow** all instructions from CampusCast, emergency personnel, law enforcement officers, and College officials.

Evacuation routes will depend on location of the emergency, and transportation may or may not be provided out of the area.

### **Martin Campus Evacuation Rally Points:**

1. Grassy areas directly across the East Parking Lot near Old Highway 69 Gate entrances
2. Far Western Lower Parking Lots near the Athletics Fields

### **Fredd Campus Evacuation Rally Points:**

1. Grassy Area near MLK Blvd. on Front Lawn of Main Building
2. Grassy Area behind East End of program areas near the Maintenance building.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

### **When a fire is discovered in any building on campus, take the following steps immediately:**

1. Warn others. Sound the fire alarm immediately. The fire alarm consists of pull alarm boxes that are easily activated.
2. Leave the building by using the nearest safe stairwell. Close all classroom/office doors as you exit the building.
3. Once outside, proceed to a clear area that is at least 300 feet away from the affected building.
4. Stay with your class/group to ensure that each member is present and accounted for to the fullest extent safely possible.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for the emergency vehicles and personnel.
6. **DO NOT** approach working firefighters or other emergency responders.
7. **DO NOT** return to an evacuated building unless told to do so by CampusCast, emergency personnel, or a college official.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

## **MINOR ACCIDENTS, SICKNESS, AND INJURY**

Shelton State Community College does not employ emergency medical personnel. Some technical programs and other areas may have minor first-aid treatment available.

However, in case of sickness or injury of a more severe nature, contact Campus Security Offices or call 9-1-1 directly. Expenses for all medical treatment, to include rescue/ambulatory transportation related costs to hospitals for treatment, are the responsibility of each individual student, employee, or campus guest.

## **PHYSICAL PLANT RELATED FACILITY PROBLEMS**

### **Electrical/Light Fixture, Plumbing Failure**

1. Stay clear of the problem area
2. Turn off water and switch off lights if safely possible to do so
3. Notify the appropriate Campus Security Office

### **Gas Leaks**

1. Stop all operations
2. Do not touch light switch or electrical equipment as this act can cause an explosion
3. Evacuate the building
4. Notify the appropriate Campus Security Office

### **Ventilation Problems/Smoke or foul odors detected**

1. Evacuate the building
2. Notify the appropriate Campus Security Office

**Martin Campus:**

205.391.2377

**Fredd Campus:**

205.391.2646

Emergency phone boxes are located throughout both campuses and are in place to help contact Security Offices during hours of operation.

**Dean of Auxiliary Services:**

205.391.2225

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

## **SEVERE WEATHER OR TORNADOS**

Students and employees should monitor local weather updates for possible changing conditions that might prompt severe weather warnings such as a tornado warning, flashflood warning, severe thunderstorm warning, winter weather warnings, etc.

Student and employees should take the following actions when directed or when necessary during a tornado warning or other severe weather outbreak:

- Move orderly and quietly out of classrooms, labs and offices into safer interior hallways on the lowest floor. Make sure to stay well away from doors, windows, and glass. In the buildings without hallways, move to the interior of the building away from items that may fall or be thrown about.
- Close all classroom and office doors making sure no remains in the room.
- Remain in the first floor hallway or interior room until contacted by CampusCast, college officials or emergency personnel.
- Report anyone missing or injured to a college official or emergency personnel immediately.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

## **OVERVIEW**

Since the college cannot anticipate any and all emergencies, we have developed four distinct action plans for potential hazards. When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers.

### **1. EVACUATE BUILDING**

Using the building fire evacuation routes and exits, evacuate the building using the nearest safe exit. Stay in a group and remain 300 feet or more from the building to allow emergency personnel to work. Many parking lot light poles are lettered and identified. Follow directions from Campus Security, College employees, emergency response personnel, and CampusCast directives if alerts are given.

### **2. EVACUATE THE CAMPUS OR LARGER AREA**

Using the full campus evacuation procedures in this plan; follow instructions of emergency personnel and college officials for either a personal evacuation on foot, by private car or an assisted evacuation by the college. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency. Follow directions from Campus Security, College employees, emergency response personnel, and CampusCast directives if alerts are given.

### **3. LOCKDOWN OF CAMPUS**

In the event of an armed intruder or shooting on either of the campuses, the College supports the "Run, Hide, Fight" protocol promoted by the State of Alabama's Department of Homeland Security. College officials will lock down its facilities using the procedure in this plan. It is critical in such a case you follow every instruction to maximize the safety of everyone and ideally denying the armed intruder or assailant access to victims and hostages. Even if you know the armed intruder by name, you should not intervene unless you feel that your life is in danger. Classrooms, departments, suites and other areas will be secured, locked down, barricaded, and blocked to the fullest extent possible. Follow directions from Campus Security, College employees, emergency response personnel, and CampusCast directives if and when alerts are given.

### **4. SHELTER FROM SEVERE WEATHER**

When notified of a severe weather event, follow weather procedures and official instructions.

- Move orderly and quietly out of classrooms, labs and offices into safer interior hallways on the lowest floor. Make sure to stay well away from doors, windows, and glass. In the buildings without hallways, move to the interior of the building away from items that may fall or be thrown about.
- Close all classroom and office doors making sure no one remains in the room.
- Remain in the first floor hallway or interior room until contacted by CampusCast, college officials or emergency personnel. Follow directions from Campus Security, College employees, emergency response personnel, and CampusCast directives if alerts are given.
- Report anyone missing or injured to a college official or emergency personnel immediately.

When and where possible, the College's emergency notification system (CampusCast) will be used to convey important emergency and critical updates to system subscribers. It should be noted that there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse by the time an actual emergency alert can be sent out. Follow up alerts are often sent with additional information, including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

## SSCC EMERGENCY PROCEDURES QUICK REFERENCE GUIDE ALL EMERGENCIES: DIAL 9-11 IMMEDIATELY!

Martin Campus Security Office: 205.391.2377

Fredd Campus Security Office: 205.391.2646

### CRITICAL POINTS FOR ALL EMERGENCIES

- Report ALL emergencies by dialing 911 for immediate assistance .
- Emergency phone boxes are located throughout both campuses and are in place to help contact Security Offices.
- Emergency Special Assistance Rally Signage for Martin Campus locations :
  1. The 2nd floor west main hallway near Cosmetology.
  2. The 2nd floor west central main hallway near Atrium .
  3. The 2nd floor east main hallway near faculty suite exit.
  4. The 3rd floor signage is located on west side of Atrium near the IT Suite.
  5. Current Fredd Campus facilities are all single story buildings.
- Follow ALL directives given by college officials and emergency responders .
- Evacuate/shelter/lockdown as directed and remain AWAY from the area until directed to return by college officials or emergency responders .
- Identify any injured students/co-workers and assist those with special needs.
- Monitor CampusCast (<http://www.mycschoolcast.com/go/shelton>) rapid alert notification system, the college website ([www.sheltonstate.edu](http://www.sheltonstate.edu)), and local media for updates.
- See <http://www.sheltonstate.edu/emergencypreparedness> for emergency procedures and policy updates, as well as Clery Act information and campus crime-related data.

### TORNADO WARNING/SEVERE WEATHER

- Immediately seek shelter in designated severe weather shelters/hallways to interior areas on lowest level of building away from doors and windows.
- Stay in designated shelter areas/hallways until warning expires and given further direction .
- Never attempt to outrun a tornado or other severe weather .
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

### FIRE/SMOKE

- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.
- Call 9-1-1 to report location of fire or smoke .
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Monitor CampusCast rapid alert notification system, the College website , and local media for important updates.

## **SHELTER IN PLACE AND LOCKDOWN**

- Immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK, SO USE BARRICADES WITH ANY MATERIALS AVAILABLE!
- Stay away from exits, outside doors, windows, and dangerous heavy equipment.
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Follow all campus directives and do not attempt to leave the sheltered area until directed to do so by college officials, first responders, law enforcement officers, or you feel as though it is a last resort.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

## **BUILDING/CAMPUS/AREA EVACUATION**

- Remain calm and encourage others to do likewise.
- Gather personal belongings only if safe to do so.
- Immediately evacuate building using nearest safe exit/stairwell. DO NOT use elevators during rapid evacuations.
- Meet outside of the building at designated rally points in parking lots of each respective campus or to an area specified by instructor and await further instructions.
- Assist persons with special needs when and where possible.
- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.
- Call 9-1-1 to report location of fire/smoke/emergency.
- DONOT enter campuses if notification is received in route until ALL CLEAR has been given.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

## **THREATENING PERSON**

- Do not confront the person unless your immediate safety is in question. Flee when safely possible.
- When calling 9-1-1, provide as much information as possible to law enforcement officers, other first responders, and college personnel about the person or persons and their direction of travel.
- Do not block the person's access to an exit.
- If you feel threatened, immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK, SO USE BARRICADES WITH ANY MATERIALS AVAILABLE!
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

## **ACTIVE SHOOTER/ACTIVE ASSAULT SCENARIOS AND LOCKDOWN (RUN...HIDE...FIGHT!)**

- If you hear gunfire or see a person with a gun or other weapon, take immediate steps to protect yourself.
- If possible, call 9-1-1 and provide as much information as possible about the shooter/assailant, to including sex, race, clothing worn, type of weapon used, accomplices, the direction of travel, and if there are any known injuries.

- If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter/assailant of your location. Leave phone "ON" if in conversation with emergency responders .
- If the shooter/assailant is encountered, do not attempt to block their access to an exit.
- Try to safely escape the area if at all possible. If unable to safely escape, immediately close and lock or barricade the door with furniture , chairs, and desks. ALL DOORS DO NOT LOCK, SO USE BARRICADES!
- Turn off lights. hide behind heavy furnishings, and stay away from windows and out of view.
- If you are in an open area and cannot escape, find the best protected location to hide in safely .
- If the shooter/assailant approaches you, your actions will depend solely on your judgment and capabilities , and there may be not always be a "single best strategy" for a direct confrontation .
- Any offensive measures taken against the shooter/assailant should be taken in unison with others in your immediate area if at all possible.
- If the shooter/assailant is attacked, COMMIT FULLY and use any available items to overtake the shooter/assailant, such as books, backpacks, chairs or a fire extinguisher .
- If the shooter/assailant is overtaken , leave the area immediately with hands held high where oncoming law enforcement officers and other first responders can determine who you are while fleeing the area. NEVER assume that first responders know who you are just because the actual shooter/assailant is not in your area.
- Follow ALL directives given by law enforcement officers, first responders , and other college personnel .
- Monitor CampusCast rapid alert notification system, the College website , and local media for important updates.

### **BOMB THREAT**

- Keep the caller on the line as long as possible and obtain any information conveyed including location of bomb , when it is set to explode, what type of explosive , and any personal information about the caller (name, sex, age, race,) and background noises/call quality.
- Immediately call 9-1-1 to report the incident. Follow-up by calling the appropriate Campus Security Office and on-site local law enforcement officers.
- Specifically follow directives from College officials and first responders regarding evacuation. If directed to evacuate, assist those with special needs if and when possible.
- Monitor CampusCast rapid alert notification system, the College website , and local media.

For training and additional info, contact Dr. Tommy Taylor , Dean of Auxiliary Services for Shelton State Community College, at 205.391.2617 or [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu) .



## **CAMPUS SECURITY AND LAW ENFORCEMENT DUTIES**

SSCC has Security Officers who assist in maintaining a safe and secure teaching and learning environment on both campuses. Security Offices are located on the second floor behind the Library on the Martin Campus and in the Main Building near the front entrance of the Fredd Campus. Security Officers do not have arrest authority but work collectively with local law enforcement in protecting the campus community. Campus Security can be reached by dialing the respective campus Security Office. The direct line to the Martin Campus is 205.391.2377, and the direct line to the Fredd Campus is 205.391.2646. Security Office phones are answered during college operational hours. Both campuses of Shelton State Community College fall within the jurisdiction of the City of Tuscaloosa Police Department. TPD routinely patrols areas near the campuses and responds when called for assistance. SSCC works directly with other federal, state, county and local law enforcement and emergency response units as necessary.

The SSCC Security Department are supervised by the Dean of Auxiliary Services. SSCC maintains a strong cooperative working relationship with the Tuscaloosa Police Department and the Tuscaloosa Fire/Rescue Department. Assistance from these agencies will be requested as needed. Clery crime data needed for the Annual Campus Security Report is compiled by the Tuscaloosa Police Department.

### **Security and Access to College Facilities**

Shelton State Community College strives to maintain a safe and secure campus environment for students, staff and visitors. Offices, laboratories and classrooms are secured as appropriate when not in use. Officers and staff members who discover defective doors and locks, interior/exterior lighting problems, or other safety hazards, routinely report the situation to the Dean of Auxiliary Services for review and action. To further improve safety, the college encourages all campus community members to take an active role and immediately report any observation of a suspected crime, unusual or suspicious activity, emergency, or hazardous condition to the appropriate Campus Security Office, the Dean of Auxiliary Services (205.391.2225). All employees and students are encouraged to dial 9-1-1 directly if the situation merits immediate law enforcement or emergency rescue response. The slogan "If you see something; say something" is promoted at the College.

The college does not own, maintain or control the following: a) dormitories or other residential facilities; b) off campus facilities for recognized student organizations; and c) non-campus buildings or properties that are used for educational purposes. As on-campus housing doesn't exist at SSCC, fire safety reporting data will be limited to actual fire related incidents that will be recorded to the daily activity log maintained by the Security Offices. The SSCC fire alarm system is tested and routinely receives maintenance each year or as needed.

The campuses are open Monday-Thursday 6:30 a.m. to 10:30 p.m., Friday 8:00 a.m. to 12:00 noon, and are closed on Saturday, Sunday, and designated holidays.

## **REPORTING CRIME AND EMERGENCIES**

- Crime or other emergency in progress: Students, employees, and others are encouraged to report all criminal activity and emergencies occurring on campus. A report may be filed with the appropriate Campus Security Office or the Dean of Auxiliary Services. Direct 9-1-1 calls are routed to the Tuscaloosa Police Department Dispatch Call Center. Reports of a past crime or incident may be made to the following security or law enforcement authorities:
- The appropriate SSCC Campus Security Department at **205.391.2377, 205.391.2646, or 205.391.2225.**
- The Tuscaloosa Police Department in person or by calling **205.349.2121.**

Crimes may also be reported to Campus Security Authorities, as defined by the Clery Act. These authorities include officials who have significant responsibility for student and campus activities such as the Dean of Auxiliary Services, Dean of Students, Dean of Instruction, athletic coaches, advisors, and various faculty members.

### **Reporting Information on Missing Students**

SSCC does not operate any residential dormitories and as such, no students live on campus. Students and employees who may have direct or indirect knowledge regarding a missing student should contact the Tuscaloosa Police Department at 205.349.2121 or the Dean of Auxiliary Services at 205.391.2617. Any information provided that might aid in locating the missing student or could help authorities clarify the whereabouts of the student.

### **The Importance of Reporting all Crimes**

The importance of reporting crime, suspected crime, and any unusual or suspicious activity to SSCC Campus Security cannot be overemphasized. These reports provide a sound basis for making timely warnings when a crime or possible emergency may present a threat to other members of the campus community. Reports also assist the college in providing an accurate disclosure in the annual crime statistics report. In addition, such action by a victim or witness will assist in making the campus environment a safer place for the entire community. "If you see something; say something" protocols are routinely promoted.

### **Voluntary Confidential Reporting**

SSCC will assist individuals in providing a report that will allow a victim or witness to report crime on a voluntary and confidential basis. Call the appropriate Campus Security Office (Martin Campus 205.391.2377) (Fredd Campus 205.391.2646) and ask to speak to a Security Officer, the Dean of Auxiliary Services, or a Campus Security Authority.

## **Responding to Criminal Activity and Emergencies**

Once notified, SSCC will immediately send a Campus Security Officer to all reported on-campus incidents and criminal activities that occur during normal hours of operation. Local law enforcement will also be summoned if merited. The Tuscaloosa Fire Rescue Department responds to reports of fire or medical emergencies. All reports of crimes and suspected crimes that occur after hours should be directed to the Tuscaloosa Police Department by calling 9-1-1.

## **Security Assistance Services**

If requested, SSCC Security Officers or other College-Operations Staff can escort students, faculty and staff when returning to their vehicles, bus stops, or other pick-up points. A request may be made to the appropriate Campus Security Office or directly to the Dean of Auxiliary Services.

## **Assistance for Disabled Motor Vehicles**

Reasonable assistance will be provided to drivers whose motor vehicle is disabled on campus. After the driver of the vehicle signs the appropriate vehicle assistance form, an officer will provide a battery boost or other appropriate assistance.

## **College Response to a Sexual Assault**

Sexual assault is a criminal act which subjects the perpetrator to criminal and civil penalties in state and federal courts. Besides the sanctions that can be imposed in court, Shelton State Community College will respond administratively if a sexual assault or other criminal offense involves a student or employee who acted as the offender. Students and employees are subject to all applicable local, state and federal criminal codes, as well as the Student Code of Conduct policies and disciplinary procedures, including policies prohibiting sexual harassment. Sanctions may include suspension or expulsion for student offenders or termination of employment for employees.

Various actions can be taken on behalf of the College to help the victim continue educational pursuits in the immediate aftermath of a sexual assault and sexual harassment investigations. Some of these actions can include but are not limited to; scheduling assistance so that the victim and the alleged offender are not in the same classes, providing security assistance in and out of the campus buildings and parking lots, providing "alternative safe rooms" where victims may seek assistance, and working to limit potential contact with the alleged offender.

Victims may initiate a disciplinary action by submitting a written, signed statement detailing the incident to the Dean of Student Services. SSCC has a comprehensive sexual misconduct policy and procedures in place for sexual assault misconduct and sexual assault incidents.

## **SEXUAL MISCONDUCT/TITLE IX/CAMPUS SaVE ACT POLICY AND PROCEDURES**

Students and members of the faculty and staff who report violations included in this policy will be given a copy of this document and will be advised of all options available to them. SSCC officials will respect the student's right to confidentiality to the extent permitted under college and legal regulations. The degree to which confidentiality can be protected depends upon the professional role of the person being consulted. Pursuant to Alabama law, communications with certain professionals are considered privileged and confidential, including but not limited to, communications with the clergy, mental health professionals and counselors. If a student reports such an incident to any other college employee (faculty, staff, or administration) those individuals are obligated by federal law to report the incident. Even if a student requests confidentiality, the College can still embark on non-identifying programming to educate students.

All college-related policies and procedures related to sexual assault and victim's assistance may be found on the College's website at [http://www.sheltonstate.edu/discover/sscc/emergency\\_preparedness.aspx](http://www.sheltonstate.edu/discover/sscc/emergency_preparedness.aspx).

### **Statement and Intent of Policy**

- Under Title IX, and as standard for the Student Code of Conduct, Shelton State Community College (SSCC) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are violations against Alabama State Law and may also be violations of federal laws.
- In publishing this policy, the College is not intending to substitute or supersede related civil and/or criminal law. It should be clearly understood that there is a fundamental difference between the nature and purpose of student code of conduct discipline proceeding and criminal law. Criminal law considers gross sexual assault and unlawful sexual contact to be serious crimes punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.
- All students, faculty, and staff, as well as members of the public participating in College activities have the right to an environment free from sexual or physical intimidation preventing reasonable person from attaining educational goals or living and working in a safe environment.
- If there is reason to believe that SSCC campus regulations prohibiting sexual misconduct in any form have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate College procedures. Moreover, this policy does not differentiate the types of offenses based on the kind of relationship between the individuals. In order to maintain a non-discriminatory and respectful educational environment, SSCC complies with its obligation to investigate and resolve concerns of all forms of sexual misconduct regardless of whether or not a formal complaint is filed.

- This policy is intended to provide more detailed information about how SSCC handles these matters and is not intended to replace the SSCC Student Code of Conduct or SSCC Sexual Harassment Policy.

### **Definition of Various Terms of Sexual Assault and Sexual Misconduct**

- **Sexual Assault:** Sexual assault is a general term covering a range of crimes. For the purposes of this statement by the College, "sexual assault" includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger or an acquaintance while on a date; rape by multiple perpetrators (often referred to as "gang rape"), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep. It also includes various types of unwanted sexual touching or penetration without consent. Sexual assault includes forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), and sexual battery, or the unwanted touching of an intimate part of another person for the purpose of sexual arousal.
- **Intimate Partner Violence:** This term is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include rape, acquaintance rape, stalking, dating violence, sexual violence, or domestic violence.
- **Sexual Harassment:** Sexual harassment is a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as "this for that") and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in an academic setting. In compliance with federal and state law, SSCC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment with the following occurrences:
  - Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity;
  - Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

- **Sexual Exploitation:** Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, knowingly transmitting an STD or HIV to another student, voyeurism, flashing, and sexual-based stalking.
- **Stalking:** Stalking is a criminal activity consisting of the repeated following and harassing of another person. It is a distinctive form of criminal activity composed of a series of actions that taken individually might constitute legal behavior. For example, sending flowers, writing love notes, and waiting for someone outside of his/her workplace or classroom are actions that, on their own, are not criminal. When these actions are coupled with intent to instill fear or injury, however, they may constitute a pattern of behavior that is illegal. A person who intentionally and repeatedly follows or harasses another person and who makes credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.
- **Consent:** Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption or being asleep or unconscious.
- **Sexual Violence:** This term is used to refer to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs, alcohol, or due to an intellectual or other disability.
- **Stranger Rape:** Stranger rape is defined as a sexual assault by an assailant upon a person he or she does not know or a rape in which the victim does not know the rapist.
- **Acquaintance Rape:** The most prevalent form of sexual assault on a college campus is between two people who know each other. The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.
- **Bystander Intervention:** This course of action may be carried out by an individual to prevent harm or to intervene where there is a risk or an act of violence.

## **What to do if you are a Victim of Sexual Misconduct**

Any individual who is a victim of sexual misconduct should follow these procedures immediately:

- Immediately go to a safe place.
- Do not hesitate to take action. If you feel that a crime has taken place, dial 9-1-1 immediately or contact the appropriate Campus Security Office at 205.391.2377 (Martin) or 205.391.2646 (Fredd).
- Call a friend, a family member, or someone else you trust to ask her or him to stay with you until law enforcement, emergency first responders, or a college official arrives.
- It is important for the victim to preserve the evidence if she/he intends to pursue criminal charges.
- Do not shower, bathe, douche, or brush teeth; save all clothing worn at the time of the assault.
- If at all possible, place each item of clothing in a separate paper bag. Do not use plastic bags.
- Do not disturb anything in the area where the assault occurred; this includes bed linens and discarded clothing.
- Go immediately to seek medical attention.
- If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If the student has not seen the medical personnel at the time of the complaint, the student will be immediately advised to do so.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hotline, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

## **Victim's Reporting Options**

SSCC strongly encourages individuals to report all incidents and violations of this nature to the Office of the Dean of Student Services. A secondary contact point can be the Dean of Auxiliary Services, Security Officers, and/or other appropriate College officials. Reporting the offense is critical in order for these incidents to be properly addressed and for victims to avail themselves of all the services and rights to which they are entitled.

Any member of the SSCC community can file a report with an appropriate College official. If a victim shares an incident of sexual misconduct with an appropriate College official, he/she needs to know that it is the College official's responsibility to notify the Office of the Dean of Student of this incident immediately. The College will convene the Sexual Assault Response Team (SART) for victim's assistance.

In addition, it is the victim's right to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.



- **Reporting Timeframe:** Any individual may file a complaint of sexual assault or sexual misconduct at any time. Early reporting is encouraged to preserve evidence and provide the victim with information regarding rights, options, and resources available to them by this policy and federal/state laws.
- **Reporting Options**
  - Official Reporting: All SSCC students are strongly encouraged to make an official report of any incident of sexual misconduct to the Office of the Dean of Student Services whether the incident occurred on or off campus. Official reporting initiates a course of immediate action by the Sexual Assault Response Team (SART) and the College's Student Conduct process.
  - The complaint can be filed directly to the Dean of Student Services via a written statement or an appointment. Once a complaint has been submitted to the Dean of Student Services, the Dean of Auxiliary Services, in conjunction with campus security officials, will conduct intake interviews and fact-finding actions with appropriate parties involved and follow the processes outlined in the Student Conduct process. Each complaint will be investigated promptly and appropriate corrective actions will be taken.
  - Confidential Disclosure: SSCC also offers confidential reporting through SART, to include Counseling Partnerships to provide the following:
    - Weigh options and associated risks
    - Discuss possible next steps, and
    - Obtain information about available resources and services.

### **Sexual Misconduct Amnesty Clause**

The Office of the Dean of Student Services offers immunity (amnesty) to students who may have violated the Student Code of Conduct's Alcohol or Drug Policy at the same time of the incident when he or she became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol and/or drugs at the time of a sexual misconduct.

The purpose of this clause is to encourage timely reporting. Victims or bystanders (witnesses) should not let his or her use of alcohol or drugs serve as a deterrent to reporting an incident involving sexual misconduct. When conducting the investigation, the College's primary focus will be addressing the sexual misconduct violation and not alcohol/drug violations that may be discovered or disclosed. However, the College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

### **Bystander Intervention**

The same above mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. SSCC strongly encourages bystanders to intervene on behalf of another person's well-being and safety. Some safe practices can include telling the violator to stop, or helping the victim safely

leave the area of danger, sharing safe "code words" that imply a danger is present, or by seeking others to assist, including dialing 9-1-1. Bystander intervention actions commonly referenced are as follows:

- Name or acknowledge that an offense is occurring
- Point to the "elephant in the room" by identifying the questionable activity taking place
- Interrupt the behavior and be mindful of your own personal safety
- Use body language to show disapproval
- Help calm strong feelings
- Call for help and contact law enforcement or other authorities

### **SSCC-SART (Sexual Assault Response Team)**

Shelton State Community College created a Sexual Assault Response Team (SART) with the dual purposes of assisting victims of sexual assault report crimes in a safe, discreet and confidential environment, as well as to assist the victim in finding victim-related resources and assistance.

The SART consists of the following employees:

- |  |              |
|--|--------------|
| • Amanda Harbison -Dean of Student Services    | 205.391.2217 |
| • Dr. Tommy Taylor -Dean of Auxiliary Services | 205.391.2617 |
| • NorQuina Rieves -Student Engagement          | 205.391.2375 |

### **Contact Information**

- |   |                       |
|---|-----------------------|
| • Title IX Coordinator                              | 205.391.2217          |
| • The University of Alabama Women's Resource Center | 205.348.5040          |
| • Turning Point Crisis Line                         | 205.758.0808          |
| • Martin Campus Security Office                     | 205.391.2377          |
| • Fredd Campus Security Office                      | 205.391.2646          |
| • National Sexual Assault Hotline                   | 1.800.656.4673 (HOPE) |

### **Victim's Rights Provisions**

It is SSCC's responsibility to assure students reporting an incident of sexual misconduct of the following occurrences:

- Victims will have the opportunity to request prompt proceedings, and a fair and impartial investigation and resolution will occur;
- College officials will treat the incident seriously, and the incident will be investigated and adjudicated by appropriate criminal and/or College officials. Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. Officials shall use preponderance of the evidence standard to resolve complaints. (which is "more likely than not" and the standard used by civil courts in the United States) Preponderance of the evidence means that if the College thinks there is as little as 51% chance that the accused is guilty, the accused must be disciplined;
- Victims will be treated with dignity and respect in a non-judgmental manner,

- College officials will inform victims of their option to notify appropriate law enforcement authorities, including campus security and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct;
- College personnel will not discourage anyone from reporting, nor encourage anyone to under-report or report the incident as a lesser crime;
- College personnel will cooperate in obtaining, securing, and maintaining evidence, including a medical examination, necessary in legal/criminal proceedings;
- College officials will strictly prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred. Any report of retaliation will result in disciplinary actions and/or sanctions. Examples of retaliation include, but are not limited to, a face-to-face threat, a digital message, and/or bump or shove. Retaliation can be by someone other than the accused;
- Victims will be provided with written notification of services available for mental health, victim advocacy, legal assistance, and other available community resources;
- Victims can obtain no contact/restraining orders or enforce an order already in existence to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available;
- Victims are informed they are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the respondent also has the same opportunity to have others present during any proceeding. Neither the victim's advisor nor the advisor for the respondent can speak for or defend either party.; and
- Victims are informed they are entitled to receive, in writing, the final results within three business days of such outcome being reached.

### **Rights of the Person Accused of Sexual Misconduct**

The student accused of sexual misconduct (the respondent) may be assured of the following:

- All sexual misconduct cases will be treated seriously; and the incident will be investigated and adjudicated by appropriate criminal and/or College officials. Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. Officials shall use preponderance of the evidence standard to resolve complaints. (which is "more likely than not" and the standard used by civil courts in the United States) Preponderance of the evidence means that if the College thinks there is as little as 51% chance that the accused is guilty, the accused must be disciplined;
- The respondent will be treated with dignity and respect in a non-judgmental manner;
- The respondent will be advised of on- and off-campus organizations and services that may be of assistance;
- College personnel will cooperate in investigating the case fully for legal and Student Conduct proceedings;
- The respondent will be informed of available counseling and psychological services;

- Respondents are informed they are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others present during any proceeding (neither the victim's advisor nor the advisor for the respondent can speak for or defend either party); and
- Respondents are informed they are entitled to receive, in writing the final results within three business days of such outcome being reached.

### **Disciplinary Procedure**

It is the victim's right to notify law enforcement and to be assisted by College officials in doing so. Thus, it is the victim's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. The Sexual Assault Response Team (SART) is empowered to assist victims during this difficult process. A victim also has the right to use the College's procedures in addition to filing a criminal complaint.

A student charged with sexual misconduct may be prosecuted under the Alabama Criminal Justice System and disciplined through the SSCC Student Code of Conduct and appropriate due process procedures. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to formal College disciplinary action. The SSCC Student Code of Conduct and due process procedures should be considered distinct and independent of any and all criminal procedures. The SSCC Student Code of Conduct and due process procedure may precede, occur simultaneously, or follow court action. In the event that the College's Student Code of Conduct and due process procedures follow court action, the court proceedings and/or verdict may be considered in the Student Code of Conduct and due process proceeding. Proceedings shall be conducted by officials trained on all forms of sexual misconduct. Moreover, they shall use the preponderance of evidence standard (which is "more likely than not" and the standard used by civil courts in the United States).

When necessary, temporary action may be taken by the College in the form of summarily suspending or summarily restricting the accused or officially requesting no contact between the complainant and the respondent. Relocation or removal from campus classes and activities may also occur. Any of these measures may result in the accused student's restricted access to the College and/or participation in College events, such as attendance at classes, usage of college resources, and participation in college activities. For purposes of this document, "proceeding" is defined as the formal process of adjudicating the incident. The term "result" is the College's findings on the proceedings.

- **Disciplinary Action:** Any student found by the Dean of Student Services to have committed sexual misconduct may be subject to severe disciplinary sanctions, including suspension or dismissal from the College. For information regarding the range of possible sanctions that may be imposed following an institutional disciplinary procedure, please refer to the SSCC Student Code of Conduct found in the College Catalog and Student Handbook. The College recognizes that violations of sexual misconduct are not the fault of the individual filing the complaint. The College intends to encourage the reporting of all incidents of sexual misconduct; therefore, the College generally does not intend to hold complainants accountable for Student Code of Conduct violations which may have occurred along with violations of

sexual misconduct. The College administration will use discretion to ensure the rights of the complainant are preserved.

- **Appeals:** The complainant may appeal the decision via the College's Appeal Process. The complainant may request reasonable accommodations be made during the hearing procedures, such as special seating arrangements in the hearing room in order to conduct a fair, orderly hearing.
  - He/she has the right to remain present during the entire hearing except during the deliberations.
  - He/she has the right not to have his or her sexual history discussed during the hearing.
  - He/she has the right to make an "impact statement."
  - He/she has the right to be informed concurrent with notice to the accused (respondent) of the decision of the Dean of Students and/or the Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.

### **Safety and Security Information Report**

Under the Campus SaVE Act, an addendum to the Clery Act, SSCC will provide annual statistics on incidents of campus crimes, including incidents of sexual misconduct occurring on campus and reported to campus authorities and/or local police. Additionally, SSCC will comply with all mandatory reporting requirements including a broader range of sexual misconduct incidents occurring on campus including domestic violence, dating violence, and stalking.

*Nothing in this policy should be interpreted as precluding enforcement of the laws and regulation of the United States of America, the State of Alabama, any locality in the state of Alabama, or the College's Student Code of Conduct.*

### **How to reduce the risk of sexual assault through awareness?**

*Reproduced from the RAINN web site at [www.rainn.org](http://www.rainn.org)*

- When you go to a party, go with a group of friends.
- Arrive together, watch out for each other, and leave together.
- Don't leave your beverage unattended or accept a drink from an open container.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Be aware of your surroundings at all times.
- Trust your instincts.
- Think about the level of intimacy you want in a relationship, and clearly state your limits.

### **Prevention Programs**

The Dean of Auxiliary Services teaches emergency preparedness and sexual misconduct prevention-related topics within the Orientation to College courses to incoming freshmen. These topics include severe weather responses, fire safety, multiple types of evacuations, shelter in place directives, active shooter/active assailant encounters, sexual misconduct awareness, crime victim prevention actions, and

usage of the SSCC emergency notification system (CampusCast). Other crime prevention-related presentations are offered at other times when requested by staff or students. Crime response and prevention materials are made available to all incoming students and made available on the college website. New employees are also trained on emergency preparedness and specifically on the Clery Act provisions at the College. See [http://www.sheltonstate.edu/discover\\_sccc/emergency\\_preparedness.aspx](http://www.sheltonstate.edu/discover_sccc/emergency_preparedness.aspx)

- Awareness programs are designed to educate students regarding safe living and learning practices that are applicable both on and off campus. Many such topical areas are covered in Orientation sessions and through ongoing prevention topics made available online or via print media.
- Bystander intervention is the practice of rendering immediate assistance to others who are being victimized or may become victims of sexual assault.
- Ongoing prevention is the process of continually providing sexual assault prevention training to students via classes, sessions, online and via print media.
- Primary prevention programs are programs and services offered as the first line of training used by the College to educate students on sexual assault prevention practices, safe living practices, and sexual assault response practices. Many of these topics are addressed through the Orientation to College format offered for freshmen students.

### **BASIC AWARENESS RULES AND CONSIDERATIONS FOR SAFETY**

1. Be aware! Recognize your vulnerability. "If you see something; say something".
2. Report all suspicious persons, vehicles, and activities to the appropriate Campus Security Office immediately. Call by cell or by using any campus emergency phone box.
3. Use the "buddy system" and watch out for your neighbor.
4. Keep your doors locked whenever you find yourself alone in a building.
5. Report lights that are out and any hazardous conditions immediately to the Physical Plant Office at 205.391.2225.
6. If you see someone being victimized, immediately notify the SSCC Campus Security Office or dial 9-1-1. Bystander Intervention is encouraged when safe to do so.

### **Walking Safety**

1. Avoid traveling alone at night.
2. Confine walking to well-lit, regularly traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or areas where an assailant might be lurking.
3. Avoid athletic fields and walkways after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle or residence, have your keys ready in hand.
6. When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
8. When getting out of a car, look around to make sure that you are not being followed.
9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a campus building, business or residence, enlist

the aid of a passerby, flag down a passing motorist, or as a last resort pull a fire alarm. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.

10. Call the Campus Security Office (Martin Campus 205.391.2377 and Fredd Campus 205.391.2646) for escort service if walking alone at night, or if you need escort assistance.

## **Elevator**

1. If, while waiting for an elevator, you find yourself alone with a stranger, let him or her take the elevator and wait for its return.
2. If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
3. Always stand near the control panel, where you have access to the alarm and floor buttons.
4. Emergency phones are installed in all passenger elevators. When you push the button, the phone will automatically dial the Campus Security Office.

## **Driving**

1. Do not pick up hitchhikers.
2. Whenever possible, limit traveling to well-lit, well-traveled roads.
3. Keep your windows closed and doors locked.
4. When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
5. Consider installing an alarm system with a panic switch.
6. Avoid stopping in poorly lit, out-of-the-way places.
7. If your vehicle breaks down, signal for assistance by raising the hood and by tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If someone stops to assist, roll down your window just enough to talk and ask that he/she call the police. If the person appears to be a threat, sound the horn and flash your lights.
8. If you think you are being followed, keep out of isolated areas. Look for a place where there are people, then stop, and let the vehicle pass you.
9. If the vehicle continues to follow, drive to the nearest location where you can get assistance, such as gas stations, shopping centers, and police or fire stations.
10. If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn until you attract attention or the vehicle leaves.
11. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.
12. Always remove your ignition keys. Lock the vehicle whenever it is unattended.
13. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.



## **Protect Your Property**

Larcenies are crimes of opportunity and occur primarily when property is left in unlocked or in unattended areas. In an attempt to alleviate this problem, the Campus Security Department makes the following suggestions:

### **Private Residences:**

1. Keep the door(s) to your room or residence and windows locked at all times.
2. Report defective campus locks on windows and doors IMMEDIATELY to the apartment or housing unit management where you live. Make repairs a priority for your personally owned property.
3. Never sleep in an unlocked room or house.
4. Do not put your name or address on key rings.
5. Do not keep your room or residence and vehicle keys on the same ring.
6. If you lose the keys to your residence, have the lock(s) changed.
7. Do not study in poorly lit or secluded areas.
8. Require callers to identify themselves before opening your door. Residents should require official identification from all repair or service personnel.
9. Do not let strangers in to use your telephone. Direct them to a public telephone or offer to make the call for them from behind a locked door.
10. If you receive obscene telephone calls, harassing telephone calls, or several calls with no one on the other end, immediately notify the appropriate Campus Security Office or the Tuscaloosa Police Department (for a private residence).
11. If you find that your home, apartment or dwelling has been entered, DO NOT GO INSIDE. Go to a neighbor and call 9-1-1. If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that could be important to any follow-up police investigation.
12. If an intruder awakens you in your home or room, do not try to apprehend the intruder. He may be armed or may easily arm himself with something inside the room. Get out of the room immediately and call 9-1-1 for help.
13. If you see a suspicious person or vehicle on campus or in your neighborhood, IMMEDIATELY contact the appropriate Campus Security Office or the Tuscaloosa Police Department. Try to get the license plate number and any other vehicle description.

### **Offices and Laboratories:**

1. Keep all offices and laboratories locked when not in use.
2. Make sure that all locking devices are in proper working order.
3. Utilize a key control system. All department keys should be signed out and collected when not in use. Keys should be issued only when absolutely necessary.
4. Do not label keys with their specific room use. Use a code system instead.
5. Keep desks and file cabinets locked when not in use.
6. Avoid bringing valuable personal property with you.
7. Petty cash should be kept to a minimum.
8. Women should keep their purses locked up, and men should not hang up coats or jackets with wallets or other valuables in the pockets. Backpacks and brief cases should be secured.

9. Before leaving, check to make sure that your area is properly secured.
10. Report all suspicious persons or improperly secured areas to Campus Security Office immediately.

### **Motor Vehicles:**

1. Report all suspicious persons or vehicles around parking areas to the Campus Security Department or dial 9-1-1 immediately.
2. Keep your vehicle locked and the windows rolled up tightly.
3. Never leave your vehicle running when unattended.
4. When parking, choose a well-lit, heavily traveled area.
5. Packages, luggage, and other valuables should be locked in the trunk.
6. Valuable electronics such as cell phones, laptops, tablets, should be stored out of plain sight.
7. Keep spare keys in your wallet or purse, not inside the vehicle where a thief can easily find them.
8. Consider the installation of anti-theft devices such as alarm systems, hidden ignition or fuel "kill" switches, steering column ignition switch protectors, steering wheel to brake pedal bar caps, etc.
9. Keep a record of your vehicle identification number (VIN), registration plate number, and title certificate number.

## **STUDENT HANDBOOK AND CODE OF CONDUCT RELATED INFORMATION** **LOST AND FOUND PROCEDURES**

Any items found should be turned in to the Security Office immediately. It is the policy of Shelton State to secure found property for no less than 60 days in order to give the owner of the property ample time to claim it. Since the College is not responsible for personal property, it is recommended that all personal items be locked in a car or secured when not in use. An identifying mark should be placed on all textbooks, note books, calculators, laptops, cell phones, and other equipment.

### **MEDICAL EMERGENCIES**

Please dial 9-1-1 and report all medical emergencies. If time permits, also contact the appropriate Campus Security Office, after dialing for 9-1-1 assistance. A person suspected of being seriously ill or injured (broken bones, unconscious) should not be moved until emergency first responders arrive, unless the victim is in danger of further injury from the emergency situation or incident. Any costs associated with transporting students to the hospital, hospitalization, or treatment, are the responsibility of the student.

### **MEDITATION AND LACTATION ROOMS**

Shelton State provides space on both the Martin and the Fredd campuses for students seeking a location for prayer and meditation as well as for those seeking a private room for lactation. Those needing the room can make reservations by sending an email to [events@sheltonstate.edu](mailto:events@sheltonstate.edu). Reservations are best accommodated with advance notice. The rules for use of the room include the following:

- No candles, incense, or open flame can be used in the room.
- The room cannot be used as a lounge, study room, meeting room or for other purposes.
- No literature will be left behind in the room, or permanent, temporary markings or icons.
- The rooms cannot be used on a drop-in basis.

- Those reserving the room have full use of the room during the entire time scheduled, but they are asked to be mindful of the needs of others.
- There is a clock on the wall and reserved times are posted inside and outside the room.
- No food or drinks are allowed in the room.
- Users of the room must pick up after themselves; the room must be left in the same condition as it was in prior to use.

## **OBLIGATIONS TO THE COLLEGE**

Until all obligations to the College are met, students may be barred from future registration, not be allowed to graduate, and/or be administratively withdrawn from class. The College is authorized to place holds on student records, which include but are not limited to the following:

- Unpaid debt to the College,
- Failure to make good a returned check,
- Failure to make payment toward any financial aid overpayment,
- Failure to return material or pay fines for lost, damaged, or overdue material from College libraries or from any agency/institution with which Shelton State Community College has a written agreement,
- Ineligibility for aid for which student is registered; failure to complete files; failure to attend class,
- Failure to compensate for destruction of, or damage to, College property, equipment or supplies.
- Failure to file required documents; enrolling under false pretenses,
- Failure to meet assessment requirement,
- Charge back of tuition and fees which were charged to a credit card,
- Address correction.

## **OFF-CAMPUS TRIPS POLICY**

The following policies are intended to provide for the safety of students, faculty, and/or staff who are traveling as representatives of Shelton State:

- Off-campus trips which involve students, faculty, and/or staff must be approved by the appropriate Dean.
- An official *Travel Request Form* for such trips must be filed with the Office of the Dean of Student Services at least one month prior to the scheduled trip.
- Off-campus trips are to be made in the company of appropriate and approved chaperones.
- Students must sign a *Student Release Form* in order to participate in such trips.
- Each signed *Student Release Form* must be filed with the Office of the Dean of Student Services prior to the travel.

## **PARKING, TRAFFIC, AND CAMPUS ACCESS POLICY**

In order for Shelton State to provide students, employees, and visitors with a safe and secure environment, campus traffic, parking, and access regulations have been prepared for anyone operating vehicles on or accessing College property. It is the responsibility of all who access College property, including motor

vehicle operators, to know and/or obtain copies of these regulations. For additional information concerning Shelton's traffic, parking, and access regulations, visit [www.sheltonstate.edu](http://www.sheltonstate.edu). All ordinances of the city of Tuscaloosa, Alabama related to traffic, which are not in conflict with or inconsistent with these regulations, are made part thereof and are enforceable as provided herein.

## **SOCIAL FUNCTIONS POLICY**

A social function is defined as any dance, party, activity, or entertainment sponsored by an approved student group. Proposed student activities must be approved by the Office of the Dean of Student Services. The student is responsible for the conduct of his/her guest or visitor to the campus or to any college-sponsored activity. Guests and visitors are expected to abide by the regulations of this institution.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations will be aware of the Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission and the safety, health, and well-being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College.

It is assumed that students enrolling in the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person - whether a student, visitor, faculty, or staff member, or the College itself, is strictly prohibited.

### **Application of Student Code of Conduct**

The Student Code of Conduct applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off the College campus, which is determined to be incompatible with the educational environment and mission of the College.

### **Misconduct**

The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is in violation of the Student Conduct Code for any of the following:

- Academic dishonesty,
- Forgery, alteration, or misuse of College documents, records, or identification,

- Issuance of worthless checks made payable to the College,
- Failure to comply with the authority of College officials acting within the capacity and performance of their positions,
- Violation of written College rules, policies, and regulations,
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups,
- Destruction, damage, or misuse of College, public, or private property. The student or organization is responsible for any damage done to College property,
- Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or adversely affects the educational environment of the College,
- Conviction of any misdemeanor or felony which adversely affects the educational environment of the College,
- Obtaining college services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services,
- Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy,
- Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person,
- Lewd, obscene, licentious, indecent, unsafe, or inappropriate dress; students must wear shoes/footwear at all times,
- Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities,
- Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function,
- Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law,
- Theft, accessory to theft, and/or possession of stolen property,
- Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this conduct code or in the Student Handbook.
- Fighting, physical or verbal abuse, threats of violence, intimidation, and physical or mental harassment,
- Trespassing or unauthorized entry,
- Entering false alarms, tampering with fire extinguishers, alarms, or other equipment,
- Publishing, aiding in publishing, circulating or aiding in circulating anonymous publications or petitions,
- Disruptive devices such as tape players, radios, beepers, mobile phones, or other electronic devices in the student center, hallways, lecture rooms, classrooms, library, or any other place which will interfere with the normal activity of the College,
- Violations of the Sexual Harassment Policy,
- Any form of gambling, and
- Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.

Violations of the above will render a student subject to disciplinary action under the procedures which provide for adequate notice and a fair hearing as outlined in this handbook. Penalties for violations may include reprimand and probation, loss of privileges, suspension, expulsion, and other penalties which may be set forth in College regulations published in the student handbook. Where there has been a serious violation of College regulations and a student's continued presence will materially threaten the welfare of others or the College, the President or designee may immediately suspend the student. The student will be entitled to a due process hearing according to the regular disciplinary procedures.

### **Misconduct Disciplinary Policy**

Any case involving a violation of published policies and regulations will be brought to the immediate attention of the Dean of Student Services for review. The Dean of Student Services or designee will discuss the case with the student, attempting to arrive at a mutually satisfactory conclusion regarding the matter. If a satisfactory conclusion is not reached at this point, the student may appeal the case to the Student Services Action Group.

The *Student Services Action Group*, or a similarly functioning group, is authorized to hear the student appeal and may choose to modify, uphold, or reverse the written findings and recommendations of the Dean of Student Services pertaining to the case. It is important to note that in the chronology of events, the student receives a copy of these recommendations first in his/her initial meeting with the Dean of Student Services. His/her decision to appeal will be based on disagreement with these recommendations. After appealing to the *Student Services Action Group*, the Dean of Student Services will ensure that the student is granted due process through the following steps:

- Written notice will be provided the student at least three (3) calendar days in advance of the hearing date. Further, the student will be given a list of witnesses and a copy of their statements or complaints, along with other evidence and affidavits which the college intends to submit against the student.
- The student is permitted to have counsel present at the hearing to advise him/her. The student may question at the hearing any witness who gives evidence against him/her. Attorneys are present in advising capacity only. The College appeal process will not be bound by Courtroom procedures.
- The student is permitted to hear the evidence presented against him/her and will be permitted the opportunity to present his/her own case, his/her version of the incident, and any exhibits, affidavits, or witnesses on his/her behalf.
- A full and complete record of the hearing will be made. Unless otherwise specified, a videotaped record will be used.
- The *Student Services Action Group* will provide a written decision to the student and the Dean of Student Services. Final local responsibility for discipline is vested in the President of the College. Any disciplinary probation or suspension will be recorded on the student's permanent record. The College seeks to guarantee that the fundamental principles of fair play are observed and to assure that no disciplinary action is taken on grounds which are not supported by substantial evidence. A conscious effort is made to assure that all of the College's regulations are within the scope of the lawful missions of tax-supported higher education institutions. It is recognized that it is not a lawful

mission of the College to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the College and the well-being of the students.

## **TOBACCO-FREE CAMPUS POLICY**

Shelton State Community College is smoke-free and tobacco-free. “Smoking” includes inhaling, exhaling, burning, carrying, or possessing any lighted product, including cigarettes, cigars, pipe tobacco, or any other lit product. “Smoking” also includes the use of electronic cigarettes or similar devices. “Tobacco” includes smokeless tobacco, including, but not limited to, products known as dip, chew, snuff, or nus. All locations of Shelton State Community College are smoke-free and tobacco-free, including instructional sites, campuses, athletic facilities, grounds, parking lots, and vehicles owned, leased, or rented by the College. All College employees, students, visitors, vendors, and contractors are required to comply with this policy, which will remain in force at all times. Furthermore, this policy prohibits any smoke and/or tobacco-related advertising or sponsorship from appearing in any publication produced by the College or by any club, team, organization, or association authorized by Shelton State Community College.

## **VISITORS TO CAMPUS POLICY**

Visitors should be able to demonstrate a valid purpose for being on campus and are expected to abide by all policies of the institution. Only enrolled Shelton State students are permitted to attend classes. Shelton State students are responsible for the conduct of their guests. Students, employees, and visitors may be required by Security or other college officials to present valid identification and state their purpose for being on campus.

## **CHILDREN ON CAMPUS POLICY**

The College provides opportunities to provide supervised learning and enrichment activities and visits for minor children, including dependents of employees and students. We also recognize that such activities and visits require special care to ensure the safety and welfare of every child.

All College activities with the express purpose of providing educational opportunities for children, such as dance programs, the theatre, summer enrichment programs, athletic camps, and other official events sponsored by the College, must provide for adequate supervision and safety of participating children.

- To ensure safety, minor children should always be under the appropriate control and supervision of an adult. Children must not be left unattended or unsupervised at any time.
- Children should not accompany students to class, or tutoring sessions.



## **WEAPONS POLICY**

### **PURPOSE:**

Shelton State Community College seeks to maintain a welcoming, safe teaching and learning environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at college-based events.

## **POLICY STATEMENT, APPLICATION, AND ENFORCEMENT**

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

This policy does not apply to law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or who are acting in the performance of their duties or an instructional program in which firearms are required equipment.

Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

## **EMERGENCY AND CAMPUSCAST NOTIFICATION**

Shelton State Community College utilizes a state-of-the-art emergency notification system called CampusCast. This system allows students and staff to receive rapid notification should an emergency occur on campus or in any immediate area that could impact students, employees, or the campuses. Test alerts are sent to CampusCast users each semester (typically twice each term of the academic year). Users can receive alerts via email, text messaging, land-line, and/or cell phone. Standard charges for incoming calls and text messages apply. Please check with phone service provider regarding questions about any charges.

During the first two weeks of each semester, an email will be sent to the email account identified in myShelton (Banner) with CampusCast login information.

Failure to log in and edit contact preferences may prohibit the student or staff member from receiving accurate and timely CampusCast alert notifications.

To log into CampusCast Dashboard, please go to [myshelton.edu/campuscast](#).

The first time accessing CampusCast, students and staff will be asked to change their password. Usernames may also be changed.

To add a new contact phone number, simply select the "Contact Type" that needs to be added, type in the phone number, add an optional comment, and check whether this number is to be used in an emergency.

situation only. Once information has been checked for accuracy, users should click the "Add" button. Users can add as many numbers as needed to include a home phone, cell phone, or parent's phone. Once users have added all their needed information, CampusCast editing process is complete. If any contact information changes, users should remember to log into the CampusCast Dashboard and update their information.

If you have any questions or problems, please submit a Help Desk ticket. Select CampusCast Rapid Notification in the System drop down menu on the CampusCast main page.

To opt out of the system and no longer receive updates, please click on the "unsubscribe" tab at the bottom of the notification email. Users may also submit an email requesting to opt out by providing their name, cell number, and email address to Dean Tommy Taylor, [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).

#### Public Safety Updates/Daily Crime Log

SSCC maintains a Daily Crime Log containing the date, time, location, nature and disposition of all crimes occurring at the College. Crime entries in the daily log are recorded when crimes are reported with any corresponding police reports/security case numbers notated as well. Copies of the log are available to anyone requesting this information at the Dean of Auxiliary Services Office. Requests for Daily Crime Log information older than 60 days will be provided within two business days.

#### REGISTERED SEX OFFENDERS INFORMATION

Sex offender registry information is not maintained by Shelton State Community College. Law enforcement agency information concerning registered sex offenders may be obtained by visiting the following Internet address: <http://dps.alabama.gov/community/wfsexoffendersearch.aspx>.

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. State and local law enforcement may notify the campus community of a registered sex offender as required by law. The notification process may be made through posters, emails or alerts on the SSCC web page.

#### Crime Statistics

Statistics and security policies, collated in accordance to the guidelines established in the Clery Act (20 USC A§1092(D)), are published and distributed annually to all current students and employees, and to any applicant for enrollment or employment at the college. A copy will also be provided to anyone, upon request to the Dean of Auxiliary Services, in person or by telephone at 205.391.2225.

#### ANNUAL DISCLOSURE OF CRIME STATISTICS

##### Preparing the Annual Disclosure

SSCC, under direction of the Dean of Auxiliary Services, has the responsibility of gathering the data used

to prepare the annual campus crime statistics. The data is obtained from reports made to SSCC Security

Officers, local police officers, the Dean of Auxiliary Services, and other College Security Authorities. Campus crime data is routinely gathered the same day that it is reported, when and where possible. Data is obtained annually from the Tuscaloosa Police Department and compiled with the data gathered at the College. The resulting data is used to prepare the annual crime statistics report.

### **Shelton State Community College's Annual Crime Statistics**

The following statistics were gathered in accordance with the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(n)). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, were utilized in compiling the numbers. In very limited circumstances, crimes reported may not be included within the data in this report. Such circumstances may be when a crime was reported, and then after proper investigation by the College and law enforcement, it was determined that a crime did not occur. Additionally, data may not reflect if a crime was reported and then the victim recanted the claim and it was determined that an actual crime did not occur.

#### Questions

If you have concerns or need more information about security policies and safety at Shelton State Community College, please contact the Dean of Auxiliary Services at 205.391.2617 or email Dr. Tommy Taylor at [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).

All Clery Act compliance-related data can be accessed at <https://www.sheltonstate.edu/about-us/emergency-preparedness/>.