



SHELTON STATE
COMMUNITY COLLEGE

Shelton State Community College

Annual Security 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 Trustee, 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 (SSCC) gathers information for the preparation and submission of the College's Annual 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 website by October 1 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 (ASR). The Dean of Auxiliary Services also maintains the report and ensures its availability. The ASR, along with other crime prevention safety and reporting information, is found on the SSCC website at the link below. <http://www.sheltonstate.edu/emergencypreparedness>

SSCC understands the importance of the Annual Security 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 is available when requested from the Dean of Auxiliary Services. Students and current employees are informed of this report and other related emergency preparedness information through convocations, faculty and staff meetings, freshmen orientation, and via College-wide notifications such as the Student e-Newsletter and the College Employee 411.

Prospective students and employees are made aware of the ASR through 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 (20USC/1093) is the landmark federal law, originally known as the Campus Security Act, which 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. Adherence to the law is tied directly 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 United States Department of Education enforces the Clery Act.

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; beginning in 2015, domestic violence, dating violence, and stalking as well. The law requires that schools make the report available to all current student and employees. 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 requested 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.
 1. Criminal Homicide
 - a. Murder and non-negligent manslaughter
 - b. Negligent manslaughter
 2. Sex Offenses
 - a. Forcible
 - b. Non-forcible
 3. Robbery
 4. Aggravated Assault
 5. Burglary, which means the occurrence of the following:
 - a. There is evidence of unlawful entry (trespass), may be either forcible or non-forcible.
 - b. 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.
 6. Motor Vehicle Theft
 7. 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):

- Liquor Law Violations
- Drug Law Violations
- 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.

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

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

- Domestic Violence
- Dating Violence
- Stalking

- Issue timely warnings about Clery Act crimes that 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 student 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 procedure 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 student. 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 is believed that student has been missing for 24 hours.

The Dean of Auxiliary Services maintains all records concerning the completion of the Annual Security and Fire Report (crime reports, daily incident summaries, referrals for disciplinary action, copies of timely warning, etc.) 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 statement and definitions are included in this year’s report.

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

Life-threatening or serious emergencies should call 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 911 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 or 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 a similar announcement. 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) is used to convey

important emergency and critical updates to system subscribers. 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 is issued. Follow up alerts are often sent with additional information including additional directions to include the "Continue Sheltering in Place" or "All Clear" directives.

DO NOT WAIT ON AN ALERT IN AN ACTIVE SHOOTER SITUATION. Students, employees, and visitors on campus should take the following actions based on their location:

CLASSROOMS: Unless you feel it is safe to flee the immediate area of danger, remain in place and lock or barricade classroom doors with tables, chairs, or other items. Move away from windows and doors. Await instructions 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: Attempt to use any available cover and concealment to safely leave the area. If unable to safely leave 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 law enforcement or other emergency first responders evacuate you.

Local law enforcement will engage the shooter directly, enforce the lockdown, and secure the campus. Follow all instructions of any law enforcement officers 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.

- **Report** - If you receive a telephone call reporting a bomb threat, get as much information as possible, and report the threat immediately by calling 911. Law enforcement and other emergency first responders, in conjunction with College personnel, will coordinate an integrated response and search any buildings or grounds.
- **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.
- **Count** - Once outside, stay with your class/group to ensure that each member is present and accounted for as much as possible.
- **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) is used to convey important emergency information and critical updates to system subscribers. Please note that based on circumstances, there can be delays in gathering all facets of the emergency/incident and as such, several minutes can lapse before an actual emergency alert can be sent out. Follow-up alerts are often sent with additional information, including 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, the evacuation directive will be issued via 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 athletic fields

Fredd Campus Evacuation Rally Points

1. Grassy area near Martin Luther King Boulevard 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) is used to convey important emergency information and critical updates to system subscribers. Please note that based on circumstances, 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 the "Continue Sheltering in Place" or "All Clear" directives.

When a fire or evidence of fire is discovered in any building on campus, take the following steps immediately:

1. Warn others. Activate 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 as safely as 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) is used to convey important emergency information and critical updates to system subscribers. Please note that based on

circumstances, 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 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 911 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

- Stay clear of the problem area.
- Turn off water, and switch off lights if safely possible.
- Notify the appropriate campus security office.

Gas leaks

- Stop all operations.
- Do not touch light switch or electrical equipment as this act can cause an explosion.
- Evacuate the building.
- Notify the appropriate campus security office.

Ventilation problems/smoke or foul odors detected

- Evacuate the building.
- Notify the appropriate campus security office.

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 the Security offices during hours of operation.

When and where possible, the College’s emergency notification system (CampusCast) is used to convey important emergency information and critical updates to system subscribers. Please note that based on circumstances, 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 the “Continue Sheltering in Place” or “All Clear” directives.

SEVERE WEATHER OR TORNADO

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

Everyone 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 away from doors, windows, and glass. In a building 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 a 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) is used to convey important emergency information and critical updates to system subscribers. Please note that based on circumstances, 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 the "Continue Sheltering in Place" or "All Clear" directives.

OVERVIEW

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

EVACUATE BUILDING

Using the 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 distinctly lettered and identified for easier navigation. Follow directions from campus Security, College employees, emergency response personnel, and CampusCast directives if alerts are given.

EVACUATE THE CAMPUS OR LARGER AREA

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 according to the scope of the emergency. Follow directions from campus Security, College employees, emergency response personnel, and CampusCast directives if alerts are given.

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 facilities using the procedure in this plan. It is critical in such a case you follow every instruction to maximize safety deny 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 directive when alerts are given.

SHELTER FROM SEVERE WEATHER

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

- Move orderly and quietly out of classrooms, labs, and offices into safer interior hallways on the lowest floor. Make sure to stay away from doors, windows, and glass. In 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 a first floor hallway or interior room until contacted by CampusCast, College 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) is used to convey important emergency information and critical updates to system subscribers. Please note that based on circumstances, 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 the "Continue Sheltering in Place" or "All Clear" directives.

See next for the SSCC Emergency Procedures Quick Reference Guide.

SSCC EMERGENCY PROCEDURES QUICK REFERENCE GUIDE

ALL EMERGENCIES: DIAL 911 IMMEDIATELY!

Martin Campus Security/205.391.2377 and 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 at the following locations:
 - The 2nd floor west main hallway near Cosmetology
 - The 2nd floor west central main hallway near Atrium
 - The 2nd floor east main hallway near faculty suite exit
 - The 3rd floor west side of Atrium near Human Resources
 - 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 (www.myschoolcast.com/go/shelton) rapid alert notification system, the

College website (www.sheltonstate.edu), and local media for updates.

- See <http://www.sheltonstate.edu/emergencypreparedness> for procedure and policy updates.

TORNADO WARNING/SEVERE WEATHER

- Immediately seek shelter in designated severe weather shelters to include interior areas on lowest level of building away from doors and windows.
- Stay in designated shelter areas/hallways until warning expires and given further directions.
- 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 911 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 door with furniture, chairs, and desks. NOT ALL DOORS 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 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.
- 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. Designated evacuation rally areas for those with special needs at Martin Campus are the second and third floor Atrium East/West Stairwells, second floor Cosmetology stairwell, and by the second floor Security Office. Fredd is a single floor campus and has no designated rally points at this time.
- 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 911 to report location of fire/smoke/emergency.
- DO NOT enter campuses 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 911, provide as much information as possible to law enforcement officers, other first responders, and College personnel about the person 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. NOT ALL DOORS 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 911, and provide as much information as possible about the shooter/assailant, to include sex, race, clothing worn, type of weapon used, accomplices, and direction of travel and if there are any injuries.
- If barricaded, turn all cell phones to vibrate or silent so 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 possible. If unable to safely escape, immediately close and lock or barricade the door with furniture, chairs, and desks. NOT ALL DOORS 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, hide in best-protected location.
- If the shooter/assailant approaches you, your actions will depend solely on your judgment and capabilities, and there may 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 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 even a fire extinguisher.
- If the shooter/assailant is overtaken and subdued, 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 detonate, what type of explosive, and any personal information about the caller (name, sex, age, race,) and background noises/call quality.
- Immediately call 911 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.

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 near the front entrance of the C. A. Fredd Campus main building. Security officers do not have arrest authority but work collectively with local law enforcement in protecting the campus community. Campus Security Officers can be contacted by dialing the respective Campus Security Office. The direct line to the Martin Campus is 205.391.2377, and the direct line to the C.A. 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). TPD routinely patrols areas near the campuses and respond when called for assistance. SSCC works directly with other federal, state, county, and local law enforcement and emergency response units as necessary.

The Dean of Auxiliary Services supervises the SSCC Security Department, and is certified by the Alabama Peace Officers and Standards Commission. SSCC maintains a strong cooperative working relationship with the Tuscaloosa Police Department and the Tuscaloosa Fire/Rescue Department. Assistance from these agencies is 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 odors 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 observations of a suspected crime, unusual or suspicious activity, emergency, or hazardous conditions to the appropriate campus Security office or the Dean of Auxiliary Services (205.391.2617). All employees and students are encouraged to dial 911 directly if the situation merits immediate law enforcement or emergency rescue response. The commonly used nationwide slogan “If you see something; say something” is heavily 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 building or properties that are used for educational purposes. As on-campus housing does not 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 through Thursday 6:30 a.m. to 10:00 p.m. and Friday 8:00 a.m. to 12:00

noon, and are closed on Saturday, Sunday, and designated holidays.

REPORTING CRIME AND EMERGENCIES

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 911 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:

- a. The appropriate SSCC Campus Security Department at 205.391.2377, 205.391.2646, or 205.391.2225.
- b. The Tuscaloosa Police Department in person or by calling 205.391.2121.

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 to provide information that might aid in locating or clarifying the whereabouts of a missing 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 actions 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 heavily 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 or C.A. 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 be contacted 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 911.

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 with motor vehicle that are 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 and reasonable assistance.

College Response to Sexual Assault

Sexual assault is a criminal act that 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 are in place for sexual assault misconduct and sexual assault incidents.

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

Students and members of faculty and staff who report violations included in this policy are given a copy of this document and will be advised of all options available to the 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 be consulted. Pursuant to Alabama law, communications with certain professionals are considered privileged and confidential, including but not limited to, communications with 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 are found on the College's website at <https://www.sheltonstate.edu/about-us/emergency-preparedness/>.

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 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 a 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** is a general term covering a range of crimes. For the purpose 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** occurs when a current or former partner or spouse of the individual defines

this term to mean any physical, sexual, or psychological harm against an individual. It would include rape, acquaintance rape, stalking, dating violence, sexual violence, or domestic violence.

- **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 element 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 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:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other College activity;
 - b. 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
 - c. 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** occurs when a student takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or the benefit or advantage of 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 the following; prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recording, going beyond the boundaries of consent (such as letting your friends what you have 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** is a criminal activity consisting of the repeated following and harassing of another person. It is a distinctive form of criminal activity comprised of a series of actions that taken individually might constitute illegal behavior. For example, sending flower, 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 a 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** 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** is the term 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 drug consumption or being asleep or unconscious.
- **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 is the most prevalent form sexual assault on a college campus 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** is a course of action that 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 911 immediately or contact the appropriate Campus Security Office at 205.391.2377 (Martin) or 205.391.2646 (C.A. Fredd).
- Call a friend, a family member, or someone else you trust to ask them to stay with you until law enforcement, emergency first responders, or a College official arrives.
- It is important for the victim to preserve evidence if they intend to pursue criminal charges.
- Do not shower, bathe, douche, or brush teeth. Save all clothing worn at the time of the assault.
- If 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 understand 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 Students of this incident immediately. The College will convene the C.A.R.E. Team for victim's assistance.

In addition, the victim has a right to notify law enforcement and to be assisted by College officials in do so. Thus, it is the victim's right to decide whether to notify law enforcement and to be assisted by College officials in doing so. 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**

- a. 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 SSCC C.A.R.E. Team and the College's Student Conduct process.
- b. The complaint can be filed directly to the Dean of Students 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.
- c. Confidential Disclosure: SSCC also offers confidential reporting through the SSCC C.A.R.E. Team, 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 an incident of 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 report 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 encourage 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 911. Bystander intervention actions commonly referenced are as follows:
 - Name or acknowledge that an offense that 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

Shelton State Community College C.A.R.E. Team

Mission Statement

The Shelton State Community College C.A.R.E. Team (Communicate, Assess, Refer, and Evaluate) is committed to maintaining student and employee safety and well-being through proactive and collaborative assessment, prevention, action, and intervention for behavioral issues and social/personal needs. The term “C.A.R.E. Team” is synonymous with other similar intervention team terminology, to include, Behavioral Intervention Team (BIT), Behavioral Action Team (BAT), and a multitude of others. Any reference to the term “Core Group” within this document is synonymous with the “C.A.R.E. Team.”

Referral Intake for Student or Employees

Online referrals and requests for assistance forms may be found on the Shelton State Community College web page under the “About Shelton State” tab and via the MyShelton portal. Once filed, this electronic form will automatically be emailed to the Shelton State C.A.R.E. Team. Any member of the C.A.R.E. Team or Campus Security Offices may receive written or verbal referrals and requests for assistance.

C.A.R.E. Team Core Group-Tier 1

Tommy Taylor, Dean of Auxiliary Services, Chair
 Ronald Range, Dean of C.A. Fredd Campus
 Kevin Davis, Director of Human Resources
 Wyetta Ryan, Student Services
 Kelly Ann Griffiths, Library Services
 Kristen Bobo, Adult Basic Education
 Josie Cox, Student Services

Tier II Group (As Needed)

ODS Representative
 Financial Aid Representative
 Enrollment Services Representative
 SOAR Representative
 Others

Referral Threat and Intervention Matrix Generalized Risk Assessment

RISK CATEGORY	CLASSIFYING CRITERIA	INTERVENTION TOOLS TO ADDRESS RISK AS CLASSIFIED
Extreme	Disruptive or concerning behavior - Threat of self-harm – credible with details	- Removal from College pending due process hearing - Suspension – Probation

	<ul style="list-style-type: none"> - Farewell statements alluding to never seeing people again - Giving away prized possessions - Has made homicidal statements - Direct treats to others – specific - Threat repeated with consistency - Threat plausible and includes details of planning 	<ul style="list-style-type: none"> - Review for Student Code of Conduct/Employee Handbook - Police department investigation and possible prosecution of criminal offense - Review for possible self/involuntary commitment
Severe	<p>Disruptive or concerning behavior</p> <ul style="list-style-type: none"> - Statements concerning feeling of hopelessness - Visible injuries – cuts, burns, etc. - History of suicide attempts - Expressions of worthlessness or anxiety - Suffered financial or personal loss - Preoccupied with violence - Written, drawn, or verbal communication involving death, torture, and or extreme violence - Fantasy of harming people - History of planning a violent event - Fascination with weapons - Owns or has access to weapons - Intimidating - Repeated direct threats to others - Possession of weapon on campus 	<ul style="list-style-type: none"> - Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options - Review for possible self/involuntary commitment
Elevated	<p>Disruptive or concerning behavior</p> <ul style="list-style-type: none"> - Direct threats toward an individual or individuals, implausible or lacks details - Displays unprovoked anger, aggression or hostility - Abusive to animals - Preoccupied with fire - History of family violence - History of violent, reckless, or antisocial behavior - Suspected drug or alcohol abuse - Suffered childhood abuse or neglect - Suffered sexual assault or abuse - Harassment – minor assault – push, strike, shove - Criminal mischief – destruction of property - Direct threats with no means to achieve goal 	<ul style="list-style-type: none"> - Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options

Moderate	Disruptive or concerning behavior <ul style="list-style-type: none"> - Indirect threats toward an individual or individuals - Unusual writing or drawings - Demanding - Inappropriate outbursts or reactions - Stares inappropriately at others - Makes unwanted physical contact 	<ul style="list-style-type: none"> - Review for Student Code of Conduct/Employee Handbook - Police Department investigation and possible prosecution of criminal offenses - Referral to counseling options
Mild	Disruptive or concerning behavior <ul style="list-style-type: none"> - Significant change in personal hygiene or appearance - Significant change in energy level - Change in mood, personality, or behavior - Withdrawn, complaints of fatigue - Inability to focus or concentrate - Unusual or erratic performance, speech behaviors - Significant change in weight - Difficulty controlling emotions - Academic or workplace performance concerns - Comments related to sleeping issues/nightmares - Excessive absenteeism/missing scheduled classes or appointments 	<ul style="list-style-type: none"> -Referral to counseling, mentoring, tutoring options
	Academic concerning problems <ul style="list-style-type: none"> - Tardiness to class or appointments - Excessive absenteeism/missing scheduled classes or appointments - Problems making friends - Not completing class assignments - Lack of classroom participation - Referral to tutoring 	

Operational Process

- All information received, discussed, and shared within the C.A.R.E. Team must be maintained with the strictest confidentiality protocol. No C.A.R.E. Team Member is allowed to share any referral-related information with anyone outside of the C.A.R.E. Team group unless approved by the C.A.R.E. Team Chair.
- Referrals submitted via internet will be electronically submitted to members of the C.A.R.E. Team. Submissions and referrals received from other methods will be forwarded to the C.A.R.E. Team Chair for intake and logging, and then disseminated electronically to the C.A.R.E. Team.

- The Dean of Auxiliary Services will coordinate the C.A.R.E. Team review. If additional measures are merited, the Dean will contact the ACCS Intelligence Coordinator for further threat assessment, utilizing all available ACCS System intelligence resources. Any findings will then be shared with the Dean of Auxiliary Services/Chief Law Enforcement Officer.
- The threat assessment process will not utilize any constitutionally protected behaviors to indicate a threat.
- All threat indicators will be based on the actions of the individual.
- The College will not provide counseling services. Referrals will be provided to any individual that needs assistance. A complete listing of local referral sites and resources will be made available through C.A.R.E. Team members and on the College website.
- C.A.R.E. Team members will coordinate appropriately with faculty and staff, as necessary, concerning the person being referred.
- Behavioral indicators identified at the Mild and Moderate levels will be assessed by the C.A.R.E. Team Chair initially and then directed to the C.A.R.E. Team as a whole for review or to individual C.A.R.E. Team members for review and action. All employee–related referrals will be directed to the C.A.R.E. Team Chair and then to the Director of Human Resources for review and action. In each incident, the remaining C.A.R.E. Team members will be briefed of the situation electronically.
- Behavioral indicators rated at the Elevated, Severe, and Extreme levels will be evaluated immediately by the C.A.R.E. Team to determine the appropriate intervention strategy.
- C.A.R.E. Team protocols and processes do not override the College’s Emergency Preparedness Plan.
- The C.A.R.E. Team Chair will maintain documentation of referral submissions and interventions.

Victims of Sexual Assault 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	800.656.4673

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 law enforcement and /or College officials. Officials trained on sexual assault and other

intimate partner violence issues shall conduct proceedings. Officials shall use preponderance of 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 proceeding;
- 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 any new incidents of harassment have occurred. Any report of retaliation will result in disciplinary actions and/or sanctions. Example 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. Officials trained on sexual assault and other intimate partner violence issues shall conduct the proceedings. 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 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 Procedures

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 to involve law enforcement. Declining the involvement of law enforcement does not prevent the victim from receiving assistance from the College. The SSCC C.A.R.E team 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 with appropriate due process procedures. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to formal College disciplinary actions. The SSCC Student Code of Conduct and due process procedures should be considered distinct and independent of any 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 proceeding and/or verdict may be considered in the Student Code of Conduct and due process proceeding. Officials trained on multiple forms of sexual misconduct shall conduct proceedings. 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 finding 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 that 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 arrangement in the hearing room in order to conduct a fair, orderly hearing.

- a. He/she has the right to remain present during the entire hearing except during the deliberations.
- b. He/she has the right not to have his or her sexual history discussed during the hearing.
- c. He/she has the right to make an “impact statement”.
- d. 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 sanctions(s) imposed. The complainant and the respondent must respect the privacy of all involved.

How to reduce the risk of sexual assault through awareness?

- When you go to a party, go with a group of friends.
- Arrive together, watch out for each other, and leave together.
- Do not leave your beverage unattended or accept a drink from an open container.
- Do not allow yourself to be isolated with someone you do not know or trust.
- Be aware of your surroundings at all times.

* Reproduced from the RAINN web site at www.rainn.org

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 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.