

Drake State Community and Technical College Annual Security Report 10/1/2022

FOR REPORTING CLERTm0 0 0.6 rg0 0 0.6 RG(E)8(C)-3(U)6(R)-5(I)

Table of Contents

POLICY 1

THE CAMPUS SECURITY ACT-LEGAL REQUIREMENTS..... 1

CAMPUS AND OTHER NON-

HATE CRIMES 19

D

MAIN CAMPUS MAP

The following map illustrates the Main

REPORTING OF EMERGENCIES OR CRIMINAL INCIDENTS

Armed Security Guards are located on the Main Campus 24 hours a day, 7 days a week and can be contacted for any campus emergency. It is also the policy of Drake State that anyone (i.e. students, faculty, staff, visitors and guests) who experiences or witnesses a major crime or life threatening medical emergency on the Main Campus is strongly encouraged to immediately report the crime to HPD by dialing 911, and then contact a college official in the descending order:

1. Campus Security – Building 600 (Located in the same building as the Student Center); (256) 683-2303.
2. Director of Operations

CONFIDENTIAL REPORTING PROCEDURES

Drake State is committed to providing opportunities for victims or witnesses to report crimes on a voluntary, confidential basis, even if the information must be included in the

EMERGENCY ACTIONS

Drake State

Timely warnings involving incidents of crimes that occur off-campus will be issued on the advice from HPD, MCPD and the Madison County Police Department, in order to prevent compromising law enforcement efforts.

SECURITY SERVICES

Drake State

- < Avoid studying in secluded areas; try to find a location where you can still have privacy, but someone can see you
- < Wear your campus I.D. badge or have an I.D. card in your possession while on the campus
- <

and activities. As part of the program, Drake State distributes DAAPP information to students and employees annually, as well as conducts a biennial review of the program. ACCS Policy 613.01: Drug-Free Workplace, Effective 4/13/2016, states, “Community and Technical Colleges shall take reasonable and necessary action as required by federal and state law to provide a drug-free environment”.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROGRAM

The Drake State DAAPP is coordinated and evaluated by a six-member committee including the Dean of Students (Chair), Director of Operations, Student Success Specialist, Human Resources Specialist, a representative from Financial Aid and a representative from the New Horizons Recovery Center.

The DAAPP commences during the Fall Semester of every academic year and ends during the Summer Semester of the same academic year. The following lists the activities available to students and employees by semester:

Fall Semester

During the fall semester, the DAAPP begins with an annual disclosure to students and employees, sent in the form of a letter to individual email accounts. Both the student and employee letter include a description of the DAAPP, location and institutional policies. The Human Resources Specialist provides this information to employees and the Dean of Students provides the information to students.

The Annual Disclosure Letter and DAAPP include the following five areas:

- ◁ Standards of conduct prohibiting the possession, use and distribution of drugs and alcohol
- ◁ Possible sanctions for violations of federal, state and local drug and alcohol laws, as well as sanctions for violations of institutional policies
- ◁ Health risks associated with the use of drugs and alcohol
- ◁ Information on counseling, rehabilitation and treatment programs
- ◁ A clear statement that the school will impose sanctions on students and employees who violate drug and alcohol laws, ordinances and/or institutional policies

Spring Semester

During the spring semester, the Drake State DAAPP conducts its annual student and employee assessment. The purpose of the assessment is to determine students’ and employees’ knowledge level of drug and alcohol prevention information and resources that are available to them. The survey is sent in an electronic format and the results are gathered and evaluated by the DAAPP committee in collaboration with the Office of Institutional Research.

Summer Semester

Recognizing the importance of a variety of learning styles, the DAAPP utilizes service-learning as a method of sharing drug and alcohol abuse education and prevention. The Student Success Specialist coordinates learning excursions to treatment facilities and/or campus visits by local preventative services (e.g. MADD, HPD /Blood Alcohol Testing, etc.) with the outcome of preventing the unlawful possession, use and distribution of drugs and alcohol on campus and at recognized events and activities.

Year Round

All new students and new employees receive information about the DAAPP during New Student Orientation and New Employee Orientation.

BIENNIAL EVALUATION

Every odd-numbered year, the biennial evaluation is conducted by the DAAPP committee. The objectives of this review are to determine the effectiveness of the program and to ensure consistent enforcement of applicable laws, ordinances and institutional policies against violators.

The biennial review report and supporting documents are maintained by the Office of the Dean of Students and are made available to the U.S.

◁ Biennial Program Evaluation (2017; 2019, 2021, 2023, etc.)

CRIMES REPORTABLE TO THE DEPARTMENT OF EDUCATION

The following are the crimes that are reportable to the U.S. DOE along with definitions:

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another, or any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Manslaughter by Negligence - The killing of another person through gross negligence.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This offense includes the rape of both males and females. The definition also includes the following:

- ◁ Instances in which the victim did not consent or was incapable of giving consent, regardless of the age of the victim.
- ◁ If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as statutory rape.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest –

CRIME STATISTICS FOR THE PAST

ON-GOING PREVENTION AND AWARENESS CAMPAIGNS FOR STUDENTS AND EMPLOYEES

Drake State is committed to adhering to the Campus Save Act of 2013 by providing members of the campus community with the safest and most secure environment possible to protect students and the campus populace from becoming victims of sexual violence and harassment. To increase knowledge of the issues of sexual assault, domestic violence, dating violence and stalking, information is shared and resources are provided to prevent interpersonal violence, promote safety and reduce perpetration. The College also provides information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees during New Student Orientation and New Employee On-boarding.

In addition, private counseling sessions are available to students and employees through local agencies. Policies regarding these programs are published on the College's website, College Course Catalog, and the New Student Orientation Handbook. These policies not only reflect the College's high standard of conduct but also local, state and federal laws. All campus community members and visitors of the College are required to obey these regulations.

The College's safety program includes a number of professional, educational, and crime preventive services to further instill a sense of awareness and personal responsibility in each individual to reduce criminal opportunities. In compliance with VAWA and Clery, Drake State offers annual sexual assault, domestic violence, dating violence, and stalking prevention workshops. In the past, the College has sponsored an awareness lecture on "Sexual Assault Prevention", presented by professionals from the Oakwood University Police Department. The topics included rape, sexual assault, stalking, primary prevention, safety tips and defensive tactics. The Police Chief from Jefferson State Community College has also presented briefings on sexual harassment and sexual assault prevention to faculty and staff members.

"Title IX: Addressing Sexual Harassment/Sexual Violence" handbooks (located in the Dean of Students' office) are used to address sexual harassment/sexual violence and are available for students and employees. In addition, hand-outs titled "540 Degrees Awareness, Tips and Ideas to Minimize Becoming a Victim" by Dennis Smithee, Alabama State Capitol Police, have been distributed to employees, and copies are available in the Human Resources Office.

The College has on-going prevention and awareness campaigns which include a comprehensive set of year-round goals, activities, safety and security measures and/or information targeted to all faculty, staff and students with the purpose of reducing the likelihood of dating violence, domestic violence, sexual assault and stalking.

The on-going prevention and awareness campaign for students and employees generally commences during the Fall Semester with an annual disclosure and the distribution of the Annual Security Report by October 1, handbook distribution, activities throughout the year, year-round orientation and a biennial evaluation.

ANNUAL DISCLOSURE LETTER

During the fall semester, the on-going prevention and awareness campaign for students and employees begins with an annual disclosure. The disclosure is sent in the form of a letter directly to students via email from the Dean of Students and employees via email from the Office of Human Resources. The letter underscores that the College goes to great lengths to

The biennial review report and supporting documents are maintained by the Office of the Dean of Students and are made available to the U.S. DOE upon request.

- ◁ Awareness Programs - Individual goals, activities and/or information targeted to faculty, staff and students with the purpose of developing knowledge of dating violence, domestic violence, sexual assault and stalking (e.g. Oakwood University Police Department visited the campus and provided a presentation to faculty on Sexual Assault Prevention).
- ◁ Bystander Intervention - Information, training and strategies to provide bystanders with the resources they need to safely intervene and/or report dating violence, domestic violence, sexual assault and stalking (e.g. calling the campus or local counseling/crisis center for support and options).
- ◁ On-going Prevention and Awareness Campaigns - A comprehensive set of year-round goals, activities, safety and security measures and/or information targeted to all faculty, staff and students with the purpose of reducing the likelihood of dating violence, domestic violence, sexual assault and stalking (e.g. distribution of Drake State Title IX booklets to students is an example of a portion of its on-going prevention and awareness campaign).
- ◁ Primary Prevention Programs - A comprehensive set of year-round goals, activities, safety and security measures and/or information targeted to new faculty, staff and students with the purpose of reducing the likelihood of dating violence, domestic violence, sexual assault and stalking (e.g. the incorporation of VAWA in the New Student Orientation Handbook, the New Student Orientation Session, and in the ORI 101: Orientation to College Class. Human Resources providing a guide from the Alabama Department of Public Health titled “Sexual Violence: Prevention and Recovery” to employees).
- ◁ Risk Reduction - Safety and security measures to reduce the risk of dating violence, domestic violence, sexual assault and stalking (e.g. Human Resources providing a list of awareness tips to prevent becoming a victim developed by the Alabama State Capitol Police.)

The College’s Student Code of Conduct provides the standards of conduct by which students and organizations are expected to abide. Enrollment and affiliation with the College in no way relinquishes the right nor provides an escape of responsibilities of local, state, or federal laws and regulations.

Harassment, intimidation, physical assault, dating violence, domestic violence, sexual assault

Failure to comply with the authority of college officials acting within the capacity of their positions or any other activity or conduct not specifically stated herein which impairs or endangers any person or property of the College is considered to be in violation of college rules and regulations.

The College is committed to assuring its employees and students work and learn in an environment free from discrimination and/or sexual harassment.

Discrimination means making a difference in treatment in any service, program, course or facility for Drake State on the basis of race, color, creed, gender (*including gender identity*), religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Harassment means the use of verbal or physical conduct which does the following:

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or employment environment;
2. Has the purpose or effect of unreasonable interference with an individual's academic or employment performance;
3. Otherwise adversely affects academic or employment progress.

The term "harassment" encompasses "sexual harassment," which means unwelcomed sexual advances, unwelcomed physical contact of a sexual nature, unwelcomed requests for sexual favors and other verbal or physical conduct of a sexual nature (including, but not limited to the deliberate repeated making of unsolicited gestures or comments or the deliberate or repeated display of sexually graphic materials which are not necessary for educational purposes), when the following conditions exist:

- ◁ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
- ◁ Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or employee;
- ◁ Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile, or offensive academic or work environment.

NONDISCRIMINATION POLICY STATEMENT

The following policy reflects Drake State's commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

Note: This policy also includes gender identity.

The College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; Title VI, which prohibits discrimination based on race, color, or national origin; and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals of any class who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX or Section 504 may contact the College's Title IX Coordinator (Students) (256) 551-7265, or Title IX Coordinator (Staff), at (256) 551-5214.

HARASSMENT POLICY- EMPLOYEES

ACCS Harassment Policy 601.04, dated November 10, 2020, outlines the responsibilities of College employees. The entire policy is listed on page 39-

sexual activities or comments into the workplace or learning environment. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

Each employee of the College is responsible for the enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic or supervisory authority to sexually harass students, faculty or staff is a form of illegal sex-based discrimination. Violation of this policy is a violation of Title IX of the Education Rights Act of 1972 and Title VII of the Civil Rights Act of 1964. Further, violation of this policy can lead to suspension or termination of employment or student status, liability for the College and civil or criminal liability for the harassing employee.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX or Section 504 may contact the College's Title IX Coordinator (Students) at (256) 551-7265 or the College's Title IX Coordinator (Staff) at (256) 551-5214.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

Drake State is a public educational institution of the State of Alabama and, as such, prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking by any student, employee, or visitor. In the event of the confirmation of such prohibited activity by a student, employee or visitor, the College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate.

For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to reprimand, suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately refrain from such behavior and/or leave the premises.

If any employee, student, or visitor engages in any behavior prohibited by this policy (which is also a violation of Federal, State, or local law or ordinance), that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

INITIAL STEPS TO RESOLVE A COMPLAINT

Informal Student Complaint Process

Drake State has a variety of procedures for dealing with student-related issues, including grade appeals, academic dishonesty violations, student discipline, harassment complaints, and student grievance procedures. One area not generally covered by other procedures concerns informal student complaints about faculty, staff or student conduct. The College respects the academic freedom of the faculty and will not interfere with the exercise of appropriate discretion concerning the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the College recognizes its responsibility to provide students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures.

Wherever possible, complaints at Drake State are handled in an informal manner. Administrators, faculty and staff maintain an “open-door” policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Dean of Instruction (academic complaints) or Dean of Students (non-academic complaints). The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Title IX Coordinator, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

Informal Complaint Referral Chart

Issue	1st Response - Level I	2nd Response - Level - II
Academic Instructor Concerns	Instructor	Division Chair
Grade Appeals	Instructor	Division Chair
Academic Probation/Suspension	Admission Records	Director of Admissions/Director of Financial Aid
Admissions Application Process	Admissions	Director of Admissions/Registrar
Assessment/Testing Center	Testing Center Coordinator	Dean of Students
Academic Advising	Instructor	Division Chair
Canvas Technical Assistance	IT Help	IT Coordinator
Bookstore	Business Office Clerk	Director of Fiscal Affairs

Campus Tours	Enrollment Specialist	Director of Admissions/Registrar
Discipline Outside of the Classroom	Operations/ Staff Member	Dean of Students
Financial Aid Issues	Financial Aid Staff	Director of Financial Aid
Veteran Benefits	Veteran and Military Affairs Clerk	Director of Financial Aid
Tutor Support	Instructor	Division Chair
Students with Disabilities	Student Success Specialist	Dean of Students
Student Orientation	Student Success Specialist	Dean of Students
Transcripts	Admissions Records	Director of Admissions
Refund Requests	Business Office Staff	Director of Fiscal Affairs
Workforce Development Concerns	Director of Workforce Development	Dean of Instruction
Adult Education Concerns	Director of Adult Education	Dean of Instruction

PLAN OF RESOLVE

Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint to the respective Dean. Any student enrolled at Drake State who wishes to make a formal complaint about an academic matter must report that matter in writing to the Dean of Instruction, who is responsible for managing academic complaints. Any other types of complaints are considered non-academic and are reported to the Dean of Students, who is responsible for managing non-academic complaints. If the complaint involves a specific occurrence, the complaint shall be made within ten (10) working days of the

6. The person to whom the complainant spoke regarding the complaint;
7. The outcome of the conversation the complainant had with a Drake State faculty or staff member regarding the complaint;
8. Signature and dated complaint form completed by complainant;
9. A processing section for either the Dean of Instruction and/or Dean of Students to complete.

If, after discussion between the student and the respective dean it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten

4. Any student whose presence poses a possible danger to persons or property of the College or an on-going threat of disrupting the academic process may be removed from the campus immediately.
5. Written notification of the date, time and place of the hearing shall be sent to the student within five (5) days of a complaint being filed.
6. A Disciplinary Committee comprised of the Dean of Students, faculty, staff and a student representative will be selected to hear each disciplinary case.
7. The Dean of Students will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the President.

Disciplinary Sanctions

Upon the determination that a student(s) has violated any of the rules, regulations, or guidelines set forth in this code, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate College officials:

Censure – A statement to the offender that he/she has violated College regulations and of the possibility of more stringent disciplinary actions in the event of future violations.

Disciplinary Probation – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of the student. Any conduct in violation of this code while on probationary status may result in the imposition of further action.

Expulsion – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

Restitution – Reimbursement for damage or misappropriation.

Suspension – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.

INSTRUCTIONS FOR VICTIMS OF SEXUAL ASSAULTS

In the event you or another person becomes a victim of sexual assault, it is to remember specific details to follow. The single most important thing to do is to tell someone (law enforcement, friend, medical professional, etc.). The following are recommended procedures to follow:

1. Do not shower, wash or change your clothes.
2. Do not brush your teeth.
3. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigative purposes.
4. If the incident occurs on campus, contact Campus Security at (256-683-2303). If the incident occurs at one of the non-campus locations, dial 911.
- 5.

Alabama Community College System
Attention: Office of the Vice Chancellor
for Instructional and Student Services
P.O. Box 302130 Montgomery, AL 36130-2130

2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within thirty (30) days of receipt.
3. The institution which is the subject of complaint has thirty (30) days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
4. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
5. If corrective action is needed, the institution will have thirty (30) days to comply or develop a plan to comply with the corrective action.
6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
7. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION (SACSCOC) FEDERAL REQUIREMENT 12.4

Student Complaints Statement of Compliance

In compliance with SACSCOC accreditation Federal Requirement 12.4, the College recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint a student makes will be promptly addressed by the appropriate authorities. With its student-centered focus, Drake State is very sensitive to the fair and professional treatment of student issues, whether those issues involve complaints, academic issues or disciplinary matters.

The institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints. Records of student complaints are also maintained and can be accessed upon request from SACSCOC. To date, having adequate procedures for addressing written student complaints and demonstrating that Drake State follows those procedures when resolving student complaints has not been challenged.

Contact the Southern Association of Colleges and Schools Commission on Colleges directly at 1866 Southern Lane, Decatur, GA 30033, Phone: (404) 679-4500 for questions about the accreditation of J.F. Drake State Community and Technical College.

GRIEVANCE AND APPEALS – EMPLOYEES

Employees follow ACCS Policy 620.01, Employee Grievance dated 4/10/2019, and ACCS Policy 620.02, Employee Complaint dated 11/10/2020, (see pages 40-41 of this ASR). This information also contained in the “Grievance and Appeal Policy and Procedures” in the Employee Handbook.

ACCS Policy 620.02: Employee Complaints, Effective November 10, 2020

This policy is intended to cover employee complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with an ACCS entity. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by Policy 620.01 or complaints of sexual harassment which are covered in Policy 620.03. This policy does not apply and cannot be used against a President.

Any employee who believes he/she has been subjected to or observed:

- ◁ discrimination based on race, color, national origin, religion, marital status, disability, sex, age or any other protected class as

EMERGENCY ACTION PROCEDURES

(Emergency Message #1 -- Weather Alert):

Tornado Warning:

1. When notified, find a location away from outer walls or windows, and take cover in an inner room or closet, or as a last resort, under something sturdy like a classroom desk.
3. If caught outside, go to the nearest building, or if not possible, go to the nearest ravine and lie down flat with face down.
4. Await "All Clear Signal".

(Emergency Message #2 -- Fire Alert):

1. Notify other occupants by shouting, "FIRE!"

Note: Pull one of the fire pull handles if you are located in the library or Building 600.

- 2.

3. Move to an area that is not visible from the outside (i.e. along the wall in the classroom and away from any windows, under the desk, or in a closet, office or inner room, etc.).
4. If you are the first one to observe the act, immediately dial 911, and have someone else contact Security at (253-683-2303; If you are alone, contact Security after you have dialed 911.
5. Place cell phone in “silent mode”.
6. Remain in the secure location until the “ALL CLEAR” signal is given.

(Emergency Message #4--Suspicious Packages or Bomb Threat):

NOTE: Depending of the information provided by the caller, the decision will be made whether to evacuate the building or remain inside.

1. Once the decision from a higher authority is made to evacuate the building:
 - a. Notify other occupants by shouting, “BOMB THREAT__EVACUATE THE BUILDING IMMEDIATELY!”
 - b. Follow evacuation procedures for fire drill, with the exception of pulling the fire arm pull handle if located in the Library or building 600.
2. If possible, lock external doors in order to secure the area.
3. Turn off the lights and lock interior classrooms or office doors.
4. Scan classroom upon leaving and report if any suspicious packages were observed.
5. If safe to do so, assemble at the walking track behind building 800.
 - a. Instructors—Take roll and ensure all of your students are present, and that no one is left in the Building.
 - b. Department Heads—ensure all of your people are accounted for.
6. Await “All Clear” Signal.

(Emergency Message #5--Shelter In-Place):

Note: Specific information will be provided, depending on the situation.

COLLEGE DEFINITIONS

- < **Affirmative Consent**-A knowing, voluntary, and mutual decision among all participants to engage in sexual activity.
- < **Aggravated Assault** -An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- < **Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
- < **Awareness Programs** - Individual goals, activities and/or information targeted to faculty, staff and students with the purpose of developing knowledge of dating violence, domestic violence, sexual assault and stalking.
- < **Burglary** - The unlawful entry of a structure to commit a felony or a theft.
- < **Bystander Intervention** - Information, training, and strategies to provide bystanders with the resources they need to safely intervene and/or report

activities of the student. Any conduct in violation of this code while on probationary status may result in the imposition of further action.

- ◁ **Discrimination** -Making a difference in treatment in any service, program, course or facility for Drake State on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual orientationfor Drake State on

religion, ethnicity, national origin, gender identity, sexual orientation or disability.

- < **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- < **Liquor Law Violations** - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification are the following: (1) The manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; maintaining unlawful drinking places; (2) Bootlegging; (3) Operating a still; (4) Furnishing liquor to a minor or intemperate person; (5) Underage possession; (6) Using a vehicle for illegal transportation of liquor; (7) Drinking on a train or public conveyance; and (8) Attempts to commit any of the above.
- < **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.
- < **Murder and Non-Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.
- < **Manslaughter by Negligence** - The killing of another person through gross negligence.
- < **On-going Prevention and Awareness Campaigns**- A comprehensive set of year-round goals, activities, safety and security measures and/or information targeted to all faculty, staff and students with the purpose of reducing the likelihood of dating violence, domestic violence, sexual assault and stalking.
- < **Primary Prevention Programs** - A comprehensive set of year-round goals, activities, safety and security measures and/or information targeted to new faculty, staff and students with the purpose of reducing the likelihood of dating violence, domestic violence, sexual assault and stalking.
- < **Proceeding** - A course of action regarding all accusations.
- < **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- < **Restitution** - Reimbursement for damage or misappropriation.
- < **Result** - The consequence or outcome of a proceeding including notification in writing of the findings of the Disciplinary Committee and the course of appeal.
- < **Risk Reduction** - Safety and security measures used to reduce the risk of dating violence, domestic violence, sexual assault and stalking.
- < **Robbery** - The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- < **Sexual Assault** - The sexual exploitation, forcible penetration, or an act of sexual contact on the body of another person, male or female, without his or her consent.
- < **Sexual Harassment** - Unwelcome sexual advances, physical contact of a sexual nature, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate repeated making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials, which are not necessary for educational purposes), when the following conditions exist: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee; (2) Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or employee; and (3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile or offensive academic or work environment.
- < **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable

**ALABAMA TITLE 13 A - CRIMINAL CODE, ARTICLE 4-SEXUAL
OFFENSES**

Section 13A-6-60

(3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony.

Section 13A-6-62 Rape in the second degree.

(a) A person commits the crime of rape in the second degree if:

(1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.

(2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony.

Section 13A-6-66 Sexual abuse in the first degree.

(a) A person commits the crime of sexual abuse in the first degree if:

(1) He subjects another person to sexual contact by forcible compulsion; or

(2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony.

Section 13A-6-67 Sexual abuse in the second degree.

(a) A person commits the crime of sexual abuse in the second degree if:

(1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or

(2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony.

Section 13A-6-130 Domestic violence - First degree.

(a) A person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20 or aggravated stalking pursuant to Section 13A-6-91, and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the first degree is a Class A felony, except that the defendant shall serve a minimum term of imprisonment of one year without consideration of probation, parole, good time credits, or any other reduction in time for any second or subsequent conviction under this subsection.

(b) The minimum term of imprisonment imposed under subsection (a) shall be double without consideration of probation, parole, good time credits, or any reduction in time if a defendant willfully violates a protection order issued by a court of competent jurisdiction and in the process of violating the order commits domestic violence in the first degree.

(c) The minimum term of imprisonment imposed under subsection (a) shall be double without consideration of probation, parole, good time credits, or any reduction in time if the offense was committed in the presence of a child under the age of 14 years at the time of the offense, if the victim was the parent or legal guardian of the child. For purposes of this subsection, "in the presence of a child" means in the physical presence of a child or having knowledge that a child is present and may see or hear the act.

Section 13A-6-131 Domestic violence - Second degree.

(a) A person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the second degree is a Class B felony, except the defendant shall serve a minimum term of imprisonment of six months without consideration of probation, parole, good time credits, or any reduction in time for any second or subsequent conviction under this subsection.

(b) The minimum term of imprisonment imposed under subsection (a) shall be double without consideration of probation, parole, good time credits, or any reduction in time if a defendant willfully violates a protection order issued by a court of competent jurisdiction and in the process of violating the order commits domestic violence in the second degree.

(c) The minimum term of i

(2) SUFFOCATION. Intentionally causing asphyxia by depriving a person of air or by preventing a person from breathing through the inhalation of toxic gases or by blocking or obstructing the airway of a person, by any means other than by strangulation.

(b) A person commits the crime of domestic violence by strangulation or suffocation if he

reasonable fear of death or serious bodily harm is guilty of the crime of stalking in the first degree.

(b) The crime of stalking in the first degree is a Class C felony.

Section 13A-6-90.1 Stalking in the second degree.

(a) A person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct is guilty of the crime of stalking in the second degree.

(b) The crime of stalking in the second degree is a Class B misdemeanor.

Section 13A-6-91 Aggravated stalking in the first degree.

(a) A person who violates the provisions of Section 13A-6-90(a) and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the first degree.

(b) The crime of aggravated stalking in the first degree is a Class B felony.

Section 13A-6-91.1 Aggravated stalking in the second degree.

(a) A person who violates the provisions of Section 13A-6-90.1 and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the second degree.

(b) The crime of aggravated stalking in the second degree is a Class C felony.

Section 13A-6-92 Definitions.

As used in this article, the following terms shall have the following meanings, respectively, unless the context clearly indicates otherwise.

(a) **COURSE OF CONDUCT.** A pattern of conduct composed of a series of acts over a period of time which evidences a continuity of purpose.

(b) **CREDIBLE THREAT.** A threat, expressed or implied, made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the

threat to fear for his or her safety or the safety of a family member and to cause reasonable mental anxiety, anguish, or fear.

(c) **HARASSES.** Engages in an intentional course of conduct directed at a specified person which alarms or annoys that person, or interferes with the freedom of movement of that person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress. Constitutionally protected conduct is not included within the definition of this term.

RESOURCES

Alcoholics Anonymous.....(256) 885-0323

Sexual Assault Response Team (SART)(800) 691-8426

Substance Abuse and Mental Health Services.....(800) 662-4357