

CALHOUN COMMUNITY COLLEGE

2022 Annual Campus Security Report



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Calhoun Community College (CCC) Campus Locations:

- A. *Decatur Campus*
6250 Hwy 31 North
Tanner, AL 35671
(256) 306-2500

- B. *Huntsville Campus*
102 Wynn Dr. NW
Huntsville, AL 35805
(256) 890-4700

- C. *Alabama Center for the Arts*
133 2nd Ave NE
Decatur, AL 35601
(256) 260-4299

Calhoun Community College Campus Police Mission Statement

The Calhoun Community College Police Department mission is to provide a safe and secure environment for all members of our community to learn and work while supporting our institutional mission, vision, and values.

Calhoun Community College Police Department Authority and Arrest Powers

The Calhoun Community College Police Department is granted its authority and jurisdiction from the Alabama Legislature through the Code of Alabama sections 16-22-1 and 16-22-2. The police officers are vested with all the powers, authority, and responsibility of any police office of the state on property owned or operated by the college, or in any circumstance in which an arrest by a police officer without a warrant is authorized by law (Code of Alabama 16-47-10).

Sworn officers wear either a dress uniform consisting of a navy blue shirt and navy blue pants or a soft uniform consisting of 5.11 style pants and a golf/polo style shirt which clearly identifies the employee as a police officer. CCC also utilizes off duty police officers / deputy sheriffs from surrounding agencies. They wear uniforms provided by their primary law enforcement agency or a CCC PD uniform.

CCC also utilizes non-sworn security officers to assist with non-law enforcement activities. They do not have powers of arrest. Further, they wear a uniform consisting of 5.11 style pants with a shirt identifying them as security officers.

Calhoun's Relationship with Federal, State, and Local Law Enforcement Agencies

The Calhoun Community College Police Department works regularly with federal, state, and local law enforcement agencies regarding a variety of criminal investigations. Additionally, our Police Department works with a variety of federal, state and local agencies to provide training to law enforcement officers throughout Alabama.

Reporting Criminal Actions or Other Emergencies

We encourage all victims to promptly and accurately report all crimes or emergencies to the Campus Police for each campus. Emergency contacts for all campuses are:

- For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department.
- For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.
- For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.
- For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.
- For the Emergency Manager (the Executive Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line.

When reporting crimes to Campus Police, please be prepared to provide the following information:

- Name
- Location
- Call Back Phone Number
- Type of Incident
- Information Relating to Immediate Dangers
- Description of Offender(s)
- Vehicle Description
- Direction of Travel if Offender(s) Flee(s) the Scene

Non-Law Enforcement Campus Security Officials

Certain non-law enforcement members of the campus community are designated as Campus Security Authorities (CSA) by virtue of their position or role on campus. CSAs are people who are likely to receive reports of criminal violations on campus. For example, a softball coach is considered a CSA.

The intent of including non-law enforcement personnel in the CSA role is to acknowledge that some community members and students, in particular, may be hesitant to report crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Victims that do not want to report crimes to law enforcement may contact the following Campus Security Officials:

Decatur Campus	
Patricia Wilson, Vice President of Student Services	(256) 306-2743
Kim Gaines, Director of Human Resources and Payroll; Title IX-Employees	(256) 306-2592
Ina Smith, Director of Student Disability Services/ADA; Title IX-Students	(256) 306-2635
Kelly Hovater, Student Engagement Coordinator	(256) 306-2640
Nicole Ricketts, Coordinator of Student Advocacy, Special Projects & Discipline	(256) 306-2870

Bruce Causey, Executive Director of Facilities, Maintenance and Safety	(256) 306-2569
Nancy Keenum, Athletic Director, Physical Education Instructor	(256) 306-2850
Derrick Powell Jr., Men's Basketball Coach	(256) 306-2570
Candace Byrd-Vinson, Women's Basketball Coach	(256) 306-2867
Jamiee Freeman, Volleyball Coach	(256) 306-2500
Doug Ezzell, Bass Fishing Coach	(256) 306-2850
Shawn Pickens, Women's Golf Coach	(256) 306-2546
Cody Gaskill, Head Baseball Coach/Academic Advisor	(256) 306-2840
Richard Morgan, Men's Golf Coach	(256) 306-2857
Bart Stephenson, Head Softball Coach/Intramural Coordinator	(256) 306-2983
Tiffany Bain, Cross Country Coach	(256) 260-2439
Tyler Andrews, Esports Coach	(256) 306-2776
Wes Harris, Esports Coach	(256) 306-2977
Casey Knighten, Esports Coach	(256) 260-4302
Nina Bullock, Additive Manufacturing Club (AMC)	(256) 306-2813
Jennifer Geiger, American Society for Quality Student Chapter	(256) 306-2584
Edwin Hocutt, Baptist Campus Ministries – Decatur	(256) 837-9140
Meg Payne, Bass Fishing Team	(256) 306-2835
Carla Larry, Black Students' Alliance-Decatur	(256) 306-2540
Trina Smith, , Black Students' Alliance-Decatur	256) 306-2628
Ernest Williams, Black Students' Alliance-Decatur	256) 306-2742
Miesha Watts, Black Students' Alliance-Decatur	256) 306-2606
Brandi Grindhart, Book Club – Joie de Livres (Joy of Reading)	(256) 890-4762
Parvathy Bhooshanan, Book Club – Joie de Livres (Joy of Reading)	(256) 890-4730
Gerald Jackson, Book Club – Joie de Livres (Joy of Reading)	(256) 890-4771
Patrice Denton, Book Club – Joie de Livres (Joy of Reading)	(256) 306-2920
Karen Tuten, Christians At Calhoun	(256) 874-3371
Jim Stewart, Criminal Justice Club	(256) 890-4785
Tyler Andrews, Debate Club	(256) 306-2776
Lauren Cantrell, Drama Club	(256) 260-3008
Tyler Mosley, E.M.S. Club	(256) 306-2978
Deborah Enfinger, Entrepreneurs Club	(256) 306-2679
John Gaines, Gathering of Gamers	(256) 306-2748
Tori Norris, Gathering of Gamers	(256) 306-2731
Susan LoCascio, Interfaith Club	(256) 306-2757
Parvathy Bhooshanan, Interfaith Club	(256) 890-4730
Waymon Burke, La Vos/Spanish Club	(256) 890-4737
Keith Davis, C3 NASA Rover Team (C3NRT) Club	(256) 306-2912
Wes Torain, Multimedia Club	(256) 306-2965
Cathy Simpson, Nursing Club	(256) 306-2797
Joy Minton, Nursing Club	(256) 890-4726
David Welsh, Nursing Club	(256) 306-2988
Dana Burton, Phi Theta Kappa	(256) 713-4873
Tiffany Bain, Physical Therapist Assistant Club	(256) 260-2439
Leigh Ann Rhea, Sigma Kappa Delta (SKD – English)	(256) 306-2940
Julie Sneed, Sigma Kappa Delta (SKD – English)	(256) 306-2723

Matt Jones, SkillsUSA	(256) 890-4764
Tad Montgomery, SkillsUSA	(256) 306-2539
Deborah Enfinger, Students for Life (SFL)	(256) 306-2679
Kelly Hovater, Student Government Association (SGA)	(256) 306-2640
Gambryn Davis, Warhawks Student Ambassadors	(256) 306-2842
Rebecca Turner, Warhawks Student Ambassadors	(256) 306-2647
Leah Fountain, Presidential Honors Program	(256) 306-2729
Huntsville Campus	
Mark Branon, Dean, Huntsville/Research Park Campus	(256) 713-4872
Valerie Barnes, Weekend Director-Huntsville	(256) 890-4804
Edwin Hocutt, Baptist Campus Ministries-Huntsville	(256) 837-9140
Carolyn Jordan, Black Students' Alliance-Huntsville	(256) 890-4747
Isaac Sakyi-Addo, Black Students' Alliance-Huntsville	(256) 890-4789
Kandra Smith, Black Students' Alliance-Huntsville	(256) 890-4928
Nizar Abudiab, International Club (Huntsville campus)	(256) 713-4812
Susan LoCascio, International Club (Huntsville campus)	(256) 306-2757
Divya Pradhan, International Club (Huntsville campus)	(256) 890-4995
John Allen Berry, Sigma Kappa Delta (SKD – English)	(256) 890-4826
Susan LoCascio, SPECTRUM	(256) 306-2757
Eli Alexander, The Well Church-Huntsville	(205) 728-5004
Angeleisha Hood, The Warhawk News	(256) 890-4710
Morgan Fowler, Warhawks Student Ambassadors	(256) 890-4714
Sara Sayle, Presidential Honors Program	(256) 890-4795
Alabama Center for the Arts	
Jennifer Bunnell, ACA Chief Operating Officer	(256) 260-4299
Jacki Vadney, The Art Club Box	(256) 306-2703
Kimberly Parker, Fine Arts Department Chair / American Advertising Federation	(256) 306-2701
Lauren Cantrell Salerno, CCC Theatre	(256) 260-3008
Angela Green, CCC Theatre	(256) 306-2701
Granville Oldham, CCC Chorale	(256) 260-3010
Josh Coutts, CCC Jazz Band	(256) 566-0000
Jerrie Smith, ASU Title IX	(256) 216-3302
Barry Devine, ACA Advising, Recruiting, Outreach	(256) 260-4300
Hugh Long, ASU Athenian Players	(256) 260-3006
Jamie Adams, ASU Kappa Pi	(256) 260-4291
Mary Beth Johns, ASU Art Heads	(256) 260-4291
Jessica Spowart, ASU Kappa Pi	(256) 260-4320

Please note that a CSA is not responsible for determining authoritatively whether a crime took place; that is the function of Campus Police and/or law enforcement personnel. A CSA should not try to apprehend the alleged perpetrator of the crime. This is the responsibility of law enforcement. It is also not the responsibility of a CSA to try to convince a victim to contact law enforcement if the victim chooses not to do so.

Reporting Emergencies on Campus

It is the policy of Calhoun Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident or other situation that occurs on college property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state location of emergency; (c) provide call back number; (d) state the type of emergency; and (e) remain in the area until assistance arrives.

Reporting of Emergencies – On Campus

A. Medical Emergencies: In the case of major injury or serious illness,

- (a) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department;
- (b) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line;
- (c) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line;
- (d) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.

B. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,

- (a) Activate the fire alarm or otherwise notify occupants to vacate the building;
- (b) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department;
- (c) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line;
- (d) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line;
- (e) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884;
- (f) For the Emergency Manager (the Executive Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line.

C. Criminal Acts: In the case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call:

- (a) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department;
- (b) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line;
- (c) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line;
- (d) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.

Emergency Procedures

A. Criminal Acts

- (a) The Campus Police Department has primary jurisdiction for response and investigation of all criminal activity on campus property.
- (b) To report a crime, notify Campus Police at
 - (1) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department.
 - (2) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.
 - (3) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.
 - (4) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.

B. Medical Emergencies

- (a) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department.
- (b) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.
- (c) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.
- (d) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.

C. Fire

- (a) For all emergencies, dial 9-911 from a campus phone or 911 from a cell phone. All 911 calls will go directly to the local 911 center for that area and be routed to the appropriate campus Police Department.
- (b) For Decatur Campus Police: dial 2575 from a campus phone or 256-306-2575 from an outside line.
- (c) For Huntsville Campus Police: dial 4711 from a campus phone or 256-890-4711 from an outside line.

- (d) For Alabama Center for the Arts: dial 4305 from a campus phone or (256) 260-4305 or (256)-476-0884.
- (e) For the Emergency Manager (the Executive Director of Facilities, Maintenance and Safety): dial 2569 from a campus phone or 256-306-2569 from an outside line
- (f) Fire extinguishers are located in common areas of campus buildings.

D. Emergency Procedures – Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility by proceeding to the safest floor level exit available. During fire events, do not use elevators. Evac-Chairs are located on the North end of buildings that run North and South and on the West end of buildings that run East and West. The chairs will be mounted on the wall of the uppermost floors near the stairwell.

E. Emergency Procedures – Tornado Warning

- (a) The purpose of this information is to provide guidance for Calhoun Community College personnel and students in the event of any emergency which requires sheltering. Locations of shelters, emergency signals, sheltering procedures and responsibility assignments are provided.

The Emergency Management sirens will be the primary signal for any severe weather warning or other emergencies which require shelter on the Decatur, Huntsville, Alabama Center for the Arts, and Limestone campuses. In addition to siren alerts, the Campus Security/Police, with the assistance of campus-wide voice mail, will alert faculty, staff, and campus recreation, in the event of severe weather, such as a tornado warning or tornado. The Campus Security/Police will inform each shelter location when it is safe to return to normal activities.

The Campus Police Office continuously monitors the weather during times of inclement weather for tornado watches/warnings from the National Weather Service. In the event of a tornado, campus occupants will be notified by the Emergency Notification System Public Address system and by CCC Alert notification.

Faculty/Administrators will notify students of weather conditions and possible response.

- (b) **Severe Weather Shelter Areas:**

These areas are not to be considered tornado resistant but are the safest available for sheltering students/employees on this campus during a tornado. Place as many walls between you and the outside as possible and stay away from windows and glass doors.

- (1) **Decatur Campus**

- Aerospace Training Center**

- Use restrooms on first floor.

- Center for Applied Technology Building and Career Services**

- Use Center Hall.

- Brewer Library**

- Use the reference librarian's office and the lounge.

Health Sciences Building

Use first floor hallways and restrooms.

Information Technologies

Use restrooms.

Machine Tool Technology

Use faculty offices.

Police Department

Use conference room.

Industrial Technologies

Use inner rooms only.

Automotive Building

Use center hallways and all restrooms.

Harris Hall

Use the English department lounge and back hallway in office suite, room 163, hallway, all restrooms on first floor and room 147.

Industrial Technologies

Use faculty office and hallways.

Kelley Gymnasium

Use restroom areas or the east hallway.

Noble Russell

Use interior hallways.

Math/Science/Administration Building

Use first floor hallways and restrooms.

Testing Center/Adult Education

Use the interior hallways and restrooms.

CBIT

Use the interior areas around 114a, 106 and the bathroom corridor.

Chasteen Student Center

Use restrooms on first floor and the stairwell across from restrooms.

(2) HUNTSVILLE/RESEARCH PARK CAMPUS

Sparkman Building 1: Utilizing stairwell, proceed to interior hallway on the ground floor level.

Math, Science & CIS Building 2: Use the basement storm shelter.

(3) ALABAMA CENTER FOR THE ARTS CAMPUS

Phase I Visual Arts Center: Proceed to the bottom floor, and take shelter in the West end of the building in or near the interior or use the Rehearsal Room/Storm Shelter in Phase II if time permits.

Phase II Performing Arts Center: Use the Rehearsal Room/Storm Shelter.

- (c)** All buildings should be evacuated after a tornado. All faculty should be aware of any students/employees who are disabled in their classrooms or offices. Assistance to disabled individuals must be provided.

If severe weather is imminent or a tornado warning is issued when the College is closed or any time that the shelter buildings are not open, Campus Police will proceed to the Noble Russell

building to open the entrance doors. Remain on the first floor. When these facilities are open and lighted, they will be available for any persons seeking shelter. Departure is discretionary.

Reporting Off-Campus Crimes and Other Emergencies

Victims and witnesses to criminal activity occurring off campus should contact the appropriate agency for that jurisdiction or 911 in the event of an emergency:

A. Decatur Campus

Limestone County Sheriff's Office (256) 232-0111
Decatur Police Department (256) 341-4600
ALEA Department of Public Safety (256) 353-0631

B. Huntsville Campus

Madison County Sheriff's Office (256) 532-3412
Huntsville Police Department (256) 722-7100
ALEA Department of Public Safety (256) 533-4202

C. Alabama Center for the Arts

Morgan County Sheriff's Office (256) 351-4800
Decatur Police Department (256) 341-4600
ALEA Department of Public Safety (256) 353-0631

Emergency Operation Training and Drills

General Emergency Information

Calhoun Community College has a well-developed process for significant emergencies or dangerous situations involving an immediate threat to the health and safety of students, employees, and visitors. The process is detailed in the Calhoun Community College Emergency Operations Plan (EOP), which includes information about the College's operating status parameters; incident priorities; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The EOP is designed to take an all-hazards approach to both natural and human caused hazards. Divisions, departments, offices and individuals are encouraged regularly to familiarize themselves with information in this plan.

The College conducts emergency response exercises each year, which may include one or more activities, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Calhoun Community College Police Department staff have received training in the Incident Command System and Responding to Critical Incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the Campus Police Department will be the first to respond. Additional resources from a variety of local, state and federal agencies will be requested as needed. The Campus Police Department trains with a variety of local, state and/or federal agencies annually to enhance their response capabilities.

Emergency Response Operations

Drill/Exercise	Campus	Building	Date
Alarm (Chemical Leak) Evacuation	Decatur	CAT	01/25/21 Unannounced
Fire Alarm Evacuation	Decatur	ATC	03/16/21 Unannounced
ENS Emergency Speaker System Test	Huntsville	Sparkman	03/22/21 Unannounced
Fire Alarm Evacuation and ENS Emergency Speaker Test	ACA	Phase 2	03/22/21 Unannounced
ENS Emergency Speaker Test	ACA	Phase 1&2	03/29/21 Unannounced
Active Shooter Table Top Exercise	ACA	Phase 1	03/30/21 Announced
Active Shooter Mass Casualty Incident Exercise	ACA	Phase 2	04/06/21 Announced
Alarm System Test	ACA	Phase 1 & 2	05/24/21 Unannounced

Interagency Exercise Decatur Police Dept. SWAT	Decatur	Harris Hall	06/22/21 Announced
Fire Alarm Evacuation	ACA	Phase 1	07/23/21 Unannounced
A Day at ACA New Student Safety Orientation	ACA	Phase 1 and Phase 2	08/12/21 Announced
ENS Speaker Test	ACA	Phase 1 & 2	08/30/21 Unannounced
Fire Alarm / Sprinkler System Malfunction Evacuation	ACA	Phase 1	09/29/21 Unannounced
Fire Alarm / Sprinkler System Malfunction Evacuation	ACA	Phase 1	09/30/21 Unannounced
Fire Drill and Lock Down Exercise	Decatur	Aerospace	10/04/21 Announced
Fire Drill and Lock Down Exercise	Decatur	Automotive	10/04/21 Announced
Fire Drill and Lock Down Exercise	Decatur	ETC	10/07/21 Announced
Fire Drill and Lock Down Exercise	Decatur	CAT	10/13/21 Announced

Fire Drill and Lock Down Exercise	Decatur	Welding	10/13/21 Announced
Fire Alarm Test (Fire Marshal's Office and Inspector)	Huntsville	Sparkman	10/19/21 Unannounced
Nursing New Student Safety Orientation	Decatur	Health Sciences	11/16/21 Announced
Fire Alarm Evacuation	Huntsville	Sparkman	11/25/19 Unannounced

Calhoun Community College Police Department Response to Crime

Victims of crime are encouraged to report offenses to the Campus Police. Our officers will conduct a complete and thorough investigation of the event. If the victim desires to press charges, information will be presented to a magistrate, who determines if there is probable cause to issue a warrant. Calhoun Community College Police Department officers will assist the victim in navigating the warrant process. Additionally, a Calhoun Community College Police Department officer is available to assist the victim during all stages of the court process.

Victims also have the option of filing a Code of Conduct violation if the alleged offender is a student. Code of Conduct violations may be filed in place of or in addition to criminal charges. Code of Conduct violations may be submitted to the following:

Point of Contact	Campus Location	Contact Number
Patricia Wilson, Vice President of Student Services	All Campuses	(256) 306-2743

Code of Conduct Student Disciplinary Procedures

- (A) Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.
- (a) Disciplinary Action by Instructor.** With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence

of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to

- (1) impose a grade of "F" for the respective assignment or test;
- (2) impose an "F" for the respective course;
- (3) require that an assignment be redone or a test be retaken;
- (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Vice President of Student Services and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice President of Student Services for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Vice President of Student Services. The appeal must be filed with the Vice President within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include:

- (1) a copy of the faculty member's written allegation of academic dishonesty;
- (2) a statement of the sanction imposed;
- (3) the dates on which the student received the written allegation and on which the student responded to the allegation;
- (4) the nature of the student's response to the faculty member concerning the allegation; and
- (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Vice President the act of academic dishonesty and proposing an alternative sanction.

The Vice President of Student Services shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Vice President will

- (1) affirm the sanction;
- (2) overrule the sanction; or
- (3) modify the sanction.

The Vice President of Student Services shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Vice President shall be final and binding as to each party, and any grade affected by the Vice President's decision shall be recorded so as to reflect the Vice President's decision.

(b) Disciplinary Action by Vice President or Disciplinary Committee. With regard to all alleged violations of the Student Code of Conduct other than those handled at the faculty level, the Vice President of Student Services shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Vice President shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Vice President shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

- (1) Find the accused not guilty and dismiss the case.
- (2) Refer the student to a counselor for personalized assistance.
- (3) Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
- (4) Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Vice President will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Vice President. If the student wishes to appeal a decision by the Vice President, he/she must file a written request, stating the reason(s) for the appeal, with the Vice President within 48 hours after the student is made aware of the decision. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/ her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President of Student Services within 5 business days after the hearing. The Vice President of Student Services will in turn inform the accused student and the complainant as to the Disciplinary Committee's decision. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President and the accused student.

- (c) **College Disciplinary Committee.** Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Vice President of Student Services (at least two of the three should be teaching faculty) and two (2) students appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services. A faculty representative serving on the Disciplinary Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Disciplinary Committee are as follows:

- (1) Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Vice President of Student Services.
- (2) Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.
- (3) Review and make recommendations to the Vice President of Student Services on student disciplinary policies and procedures.

For more information concerning Code of Conduct actions, see <https://catalog.calhoun.edu/code-of-conduct>.

Employee Complaint Policy

Calhoun Community College is committed to providing both employment and educational environments free of discrimination, harassment in any form, a hostile work environment, ethical concerns, or other legal-related matters. Employees shall adhere to the highest ethical standards and professionalism. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. In this spirit, the College offers the following complaint procedure as the appropriate course of action for employees with complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with the College. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by the Employee Grievance policy. 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
- defined by federal and state law,
- sexual harassment,
- harassment in forms other than sexual,
- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,

- ACCS, College, or Chancellor policy or procedure violations,
- or other legal-related issues,

by any person associated within the College (other than a President), shall report the action immediately by completing an Employee Complaint Form and in no event less than ten (10) calendar days following the event, to the Director of Human Resources & Payroll, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

The College shall designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but not later than 60 days, unless this period is extended by agreement of the complaining and responding parties. The President or his/her designee shall issue a written response to the reporting employee within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

An employee who brings a good faith complaint under this policy shall not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith complaint under this policy will be disciplined.

Crisis and Other Urgent Communications

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime has been reported and/or may be repeated--so that campus community members can protect themselves or their property. The Clery Act identifies specific crimes that require a timely warning notice to be issued. When crimes are reported to a CSA or the police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property immediately contiguous to the campus.

Timing, Content, and Decision Criteria for Issuing a Crime Alert:

- The Clery Act does not define what is *timely*. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of a criminal event and any continuing threats that are believed to exist.
- Clery Act regulations do not specify what should be included in a timely warning. However, the warning should include information that would promote actions to encourage security awareness.
- The issuance of a Crime Alert should be decided on a case-by-case basis in light of all of the facts surrounding a crime. These include factors such as the nature of the crime, a continuing danger to the community, and the possible risk of compromising law enforcement efforts to apprehend the suspect(s) if certain information is made public.
- Generally, the Alert should specify the type of reported crime, the time and location where the crime occurred, and specific advice to the community regarding steps to take to avoid becoming a victim of similar crimes.

The decision to issue a Crime Alert is made by the Chief of Police or his designee, at times after consulting with The President. The Crime Alert may be issued by any of the Public Information Officers.

A **CRIME ALERT** may be disseminated campus-wide using a variety of methods that include:

- Emergency Message Notification System,
- CCC ALERT,
- Main Entrance Electronic Sign,
- Flat screen message boards in various buildings,
- Mass Emails through your official Calhoun email,
- Supplemental alerts through local media including radio, television and
- Social media apps.

Sometimes an alert may be isolated to certain areas of the campus because the threat to the entire campus is negligible.

Emergency Notifications

In the event of a general disaster, the primary line of internal communication with faculty, staff, and students is CCC ALERT which allows for both text and voice messages on cell and/or land lines, as well as email messages. A second emergency notification tool used by the College is the Emergency Message Notification System (ENS). CCC also may utilize the electronic message board on the main campus and flat screen televisions mounted around campus for emergency notifications. These systems will comprise CCC's **Emergency Notification System**.

Please contact the CCC Help Desk for assistance with the CCC ALERT system at 256-306-2700, option 4, or by emailing helpdesk@calhoun.edu.

Security of Personal Property

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. The campus police recommend that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. Items such as purses, handbags, book bags, and knapsacks should not be unattended.

Security of and Access to Campus Facilities

Calhoun Community College is committed to providing a healthful, safe and secure environment for all members of the campus community. This commitment is evidenced by the fact the college employs a Police force which is on duty anytime the school is open for business.

Campus facilities are locked and unlocked by the Campus Police according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are:

Decatur Campus

8:00am – 10:30pm Monday – Thursday

8:00am – 12:00pm Friday

Huntsville Campus

8:00am – 10:30pm Monday – Thursday

8:00am – 12:00pm Friday

Alabama Center for the Arts

8:00am – 8:50pm Monday – Thursday

8:00am – 12:00pm Friday

(Buildings, on all campuses, not scheduled for classes or a special event are closed.)

As a rule, no one should be in college buildings after normal operational hours. The Campus Police have been instructed not to open buildings or allow people to remain in campus buildings after hours. Students, faculty, or staff who access to campus facilities outside of the hours scheduled above need must secure written authorization from the appropriate administrator. An approved Request for After-Hour Building Usage form must be submitted to the campus police during normal office hours Monday through Friday. In the event of an unforeseen emergency, please contact the Campus Police for assistance.

Safety and Security Programs

The Calhoun Community College Police Department conducts training on a variety of topics from active shooter situations to situational awareness. For more information, or to request training, contact the Chief of Police at (256) 306-2574.

Campus Crime Statistics Disclosure

Calhoun Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Victims or witnesses of crimes may report crimes confidentially for inclusion in the annual disclosure of crime statistics.

Monitoring Campus, Non-Campus and Public Property for Criminal Activity

The Campus Police Department maintains a list of all reports of crimes that occur on Calhoun Community College property. As required each calendar year, letters of inquiry, or emails, are sent to local police jurisdictions inquiring about specific Clery crimes associated with each address during those specific dates/times. These letters are sent electronically or by certified mail, and their associated certification labels are included in the Campus Safety Office correspondence file. When these letters are answered, their contents are analyzed, and any crime deemed to be within the exact Clery geography of that location is added to the crime data for that year.

Daily Crime Log

Calhoun Community College maintains a Daily Crime Log that records the date the incident was recorded, the type of incident, the general location of the incident and the disposition of the complaint. The department post criminal incidents on the Crime Log within two business days of receiving a report of an incident. These records are available for public inspection at any Calhoun Community College Campus Police Department anytime that the campus is open for business.

Clery Act Definitions

Definitions of crimes which must be defined by the Clery Act are:

Domestic Violence - Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

1. Current or former spouse, or intimate partner, of the victim
2. Person whom the victim shares a child with
3. A person who has or is cohabitating with the victim as a spouse or intimate partner
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred or
5. By any other person against an adult or youth victim who is protected from domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement, length of the relationship, type of relationship, and the frequency of interactions between the person(s) involved in the relationship. For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purpose of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Sexual Assault - Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.

Rape – 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 definition includes any gender of victim or perpetrator.

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 temporary or permanent mental or physical incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Consent - Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally

incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

Stalking - Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

1. He or she intentionally and repeatedly harasses or repeatedly follows another person; and
2. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
3. The stalker either intends to frighten, intimidate, or harass the person; or knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.
4. If he or she attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed. That constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

Confidentiality

Calhoun Community College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Calhoun Community College Campus Police cannot hold reports of crime in confidence. Anonymous reports to Campus Safety Authorities may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, Calhoun Community College reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning notification" as well as inclusion in the annual crime statistics.

Arrest Statistics Relating to Alcohol, Drugs and Weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the National Association of College and Universities Attorneys College Law Digest are:

- Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of "driving under the influence" or "drunkenness").
- Drug abuse violations: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

- Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime Statistics for Reporting Periods

Decatur Campus	On Campus			Non Campus			Public Property			Unfound- ed Cases
	2019	2020	2021	2019	2020	2021	2019	2020	2021	
Type of Clery Crime										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
VAWA Offenses										
Domestic Violence	0	0	1	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Arrest										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0

Huntsville Campus	On Campus			Non Campus			Public Property			Unfound- ed Cases
	2019	2020	2021	2019	2020	2021	2019	2020	2021	
Type of Clery Crime										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
VAWA Offenses										
Domestic Violence	1	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Arrest										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	1	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0

Alabama Center for the Arts	On Campus			Non Campus			Public Property			Unfound- ed Cases
	2019	2020	2021	2019	2020	2021	2019	2020	2021	
Type of Clery Crime										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
VAWA Offenses										
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Arrest										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0

Hate Crimes

Hate Crimes – Includes all of the crimes listed under reportable crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson) – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The categories of Bias included in Hate Crime reporting include: **race, gender, gender identity, religion, sexual orientation, ethnic / national origin, and disability.**

Campus	Year	Offense	Number of Offenses	Bias
Decatur	2021	Harassing Communications	1	Gender

Notification to Victims of Crime of Violence

Calhoun Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means:

- a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

- c. The results of a disciplinary proceeding means – only the institutions final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information about sex offenders in Alabama can be found at: [Alabama Sex Offender Registry](#)

Sexual Offenses

Calhoun Community College places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at Calhoun Community College. Both college disciplinary procedures and criminal charges may be applied to sexual offenses.

A. Educational Programs

Education aimed at making the Calhoun community free from sex offenses include but are not limited to:

- [Campaign to End Sexual Assault on Campuses](#)
- [Education for the Violence Against Women Act \(VAWA\)](#)

B. Sanctions

Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

Sexual Assault Elimination Act

Enacted in March 2013, the Campus Save Act is the most recent, and far reaching, in a long line of laws that protect students from sexual violence and harassment. The act requires students, faculty and staff to be trained in the appropriate response to sexual violence and harassment. These programs will include a discussion of what constitutes sexual harassment and sexual violence, the school's policies and disciplinary procedures, and the consequences of violating these policies.

Policy

Calhoun Community College places a high priority on the safety of all students, employees and visitors. Any type of harassment, abuse, physical violence or intimidation is forbidden. Both college disciplinary procedures and criminal charges may be applied to these offenses.

Victims' Bill of Rights

- Victim has the right to be notified of their options as it applies to notification of law enforcement.
- Accuser and accused must have the same opportunity to have others present during proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Victims shall be notified of available counseling services.
- Victims shall be notified of options for changing academic class or campus work arrangements.
- Victims' shall have the right to confidentiality.

Instructions for Sexual Assault Victims

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone - the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:

- A. Do not shower, wash or change your clothes.
- B. Do not brush your teeth.
- C. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
- D. If the incident occurs on the Decatur Campus, contact Campus Police at 256-306-2575; if the incident occurs on the Huntsville Campus, contact Campus Police at 256-890-4711; if the incident occurs at the Alabama Center for the Arts, contact Campus Police at 256-260-4305. If the incident occurs off campus, contact 911.
- E. Seek medical attention immediately. Campus Police can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
- F. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Office of Student Disability/ADA or Campus Police.

Resources for Sexual Assault Victims in Limestone County and Madison County

Crisis Services of North Alabama is available for victims of sexual abuse. Services include mental health counseling and evidence collection. Services are available to victims whether or not the victim decides to contact law enforcement. All services are free and confidential.

Phone Number: (256) 706-1000
Address: 208 Exchange PI NW
Huntsville, AL 35806

Resources for Sexual Assault Victims in Morgan County

MHA in Morgan County is available for victims of sexual abuse. Services include mental health counseling and evidence collection. Services are available to victims whether or not the victim decides to contact law enforcement. All services are free and confidential.

Phone Number: (256) 353-1160
Address: 1408 5th Ave SE Suite 1
Decatur, AL 35601

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. A bystander is defined as an “individual who observes or witnesses’ conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Calhoun Community College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do in the event we want to help. The link below provides useful information to help bystanders make informed decisions: <https://www.nsvrc.org/bystander-intervention-online-learning-opportunities>.

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling or being physically abusive toward another person and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Risk Reduction

With no intent to victim blame and recognize that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

Protection from Abuse Orders

Calhoun Community College complies with Alabama law in recognizing protection from abuse orders. Any member of the campus community that obtains such an order should notify the Campus Police Director of Public Safety at (256) 306-2574. The Director of Public Safety will assist the complainant with developing a Safe Action Plan. The purpose of this plan is to reduce the risk of harm to the complaint while on campus or traveling to and from campus.

Should you need assistance in obtaining a protection from abuse order, please see any member of the Campus Police.

Title IX Coordinators

Title IX Coordinator for Student Matters

Ina Wilson Smith, Director of Student Disability Services/ADA	ina.smith@calhoun.edu	(256) 306-2635
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Title IX Coordinator for Employee Matters

Kim Gaines, Director of Human Resources and Payroll	Kim.gaines@calhoun.edu	(256) 306-2592
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For more information concerning Title IX, please see:

<https://calhoun.edu/overview/website-disclaimer-and-privacy/title-ix/>

Drug and Alcohol-Free Campus

Calhoun Community College maintains a drug-free workplace. According to Calhoun Community College policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at Calhoun Community College. Employees found in violation of this act may be subject to disciplinary action.

In compliance with the drug-free workplace requirements of Public Law 100-690, as amended, for recipients of Federal contracts and grants, the following policy is in effect for Calhoun Community College:

- A. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance is prohibited on any property owned, leased, or authorized by or on behalf of Calhoun Community College. A "controlled substance" shall include any substance defined as a

controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code Section 802) or in the Alabama Uniform Controlled Substance Act (*Code of Alabama* (1975), Section 20-2-1, *et seq.*).

- B. Calhoun has and shall maintain a drug-free awareness program to inform employees about:
 - 1. the dangers of drug abuse in the workplace;
 - 2. Calhoun's policy of maintaining a drug-free workplace;
 - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. the penalties that may be imposed upon employees for drug abuse violations.
- C. All employees of Calhoun Community College shall comply with paragraph A above.
- D. Any Calhoun employee who is convicted by any Federal or State court of an offense which constitutes a violation of Paragraph A above shall notify the President of Calhoun Community College in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both." Failure to notify the President of Calhoun Community College of such a conviction shall be considered insubordination as well as a violation of this policy.
- E. In the event of a report of a conviction pursuant to paragraph D above where the employee is working in a project or a program funded through a Federal contract or grant, the College shall notify in writing within ten (10) days any Federal agency to whom such notification by the College is required under P.L. 100-690.
- F. In the event that an employee violates paragraph A above or receives a conviction as described in paragraph D above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. The College shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
- G. Calhoun Community College shall make a good faith effort to ensure that paragraphs A-F above are followed.
- H. Each employee of Calhoun Community College shall receive a copy of the Calhoun Community College Drug-Free Workplace Policy.

Drug and alcohol education and abuse prevention resources can be found at <https://calhoun.edu/student-services/off-campus-resources/>. Campus Police will provide training upon request.

On-site counseling is available for ALL employees and students. Call or stop by the office of Student Disability / ADA to schedule an appointment. On-site counseling is offered on Tuesdays, 8:30am – 4:00pm on the Decatur Campus and on Wednesdays, 8:30am – 4:30pm on the Huntsville Campus. Please go to <https://calhoun.edu/student-services/counseling-services/> for additional information.

Also, in compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This section contains information concerning standards of conduct - legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

Drug and Alcohol Policy Standards of Conduct and Enforcement

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community 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, or 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 cease such behavior. If any employee, student or visitor shall engage 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.

Legal Sanctions

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. A document titled "Drug Policy: In Compliance with the Drug Free Schools and Communities Act Amendment, Calhoun Community College" concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violation of the policy can be found in the Albert P. Brewer Library, Decatur Campus, and the Huntsville Campus Library, the Office of the Vice President of Student Services, and in offices of students services staff at the Decatur and Huntsville campuses. For additional information, go to calhoun.edu/drug-policy.

Federal Drug Offenses and Penalties

Possession of Controlled Substances: Federal drug possession penalties generally consider only the drug violation history of the offender. With one exception (when the possession is for personal use for which a civil penalty up to \$10,000 may be imposed if first offense), federal penalties for a person convicted of possession of any type or amount of a controlled substance can be:

- up to one year in prison and a minimum fine of \$1,000 for a first offense;
- a minimum of 15 days and a maximum of two years in prison and a minimum fine of \$2,500 for a second drug offense; and
- a minimum of three months and a maximum of three years in prison and a minimum fine of \$5,000 for a third drug offense.

Persons convicted of possession of certain amounts of a mixture or substance containing cocaine base such as crack cocaine face much stiffer penalties under mandatory minimum sentencing, including at least five years in prison, not to exceed 20 years and fined a minimum of \$1,000 or both, if:

- a) first conviction and the amount of crack possessed exceeds five grams;
- b) second crack conviction and the amount of crack possessed exceeds three grams; or
- c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram (21 U.S.C. 844(a)).

Federal Drug Trafficking: Federal drug trafficking penalties consider the type and amount of the drug involved, the offender's drug violation history, and other factors. The US Drug Enforcement Administration (DEA) maintains a list of penalties for federal trafficking offenses, a copy of which is incorporated below. Generally, for each drug, there is a threshold amount that brings the offender under the mandatory minimum sentencing structure. When death or serious bodily injury results from use of the drugs, first time offenders are subject to a sentence of 20 years to life, and repeat offenders are subject to a mandatory life sentence. A first offense of distributing to persons under age 21 may be punishable by twice the maximum sentence, and three times for second offenses (21 U.S.C. §859). If the trafficking is on premises in which a person under age 18 is present or resides, an additional penalty up to 20 years imprisonment may be imposed (21 U.S.C. § 860a). Persons convicted of trafficking within 1,000 feet of a school or college face penalties twice as high as the maximum penalties, with a mandatory one-year prison sentence for first offenses, and three times as high for second offenses (21 U.S.C. § 860).

Drug Paraphernalia: Any person who sells, offers to sell, transports, exports or imports drug paraphernalia is subject to three years imprisonment (21 U.S.C. § 863).

Other Penalties: A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and professional and commercial licenses for up to one year for a first offense and up to five years for subsequent offenses (21 U.S.C. § 862). Federal drug *trafficking* convictions may result in denial of federal benefits for up to five years for a first conviction; *possession* convictions may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions (21 U.S.C. § 862). In addition, for crimes punishable by more than one year in prison, the person will forfeit personal or real property related to the violation, including houses, cars, and other personal belongings (21 U.S.C. § 853 (a)(2) & 881(a)(7)), or vehicles, boats, or other conveyance used to transport or conceal controlled substances (21 U.S.C. § 881(a)(4)). Finally, persons convicted are ineligible to receive or purchase a firearm (18 U.S.C. 922(g)).

Drug-Free Campus Guidelines

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

For the substances/schedules and amounts:

- **Cocaine (Schedule II):** 500-4999 g mixture
- **Cocaine Base (Schedule II):** 28-279 g mixture
- **Fentanyl (Schedule IV):** 40-399 g mixture
- **Fentanyl Analogue (Schedule I):** 10-99 g mixture
- **Heroin (Schedule I):** 100-999 g mixture
- **LSD (Schedule I):** 1-9 g mixture
- **Methamphetamine (Schedule II):** 5-49 g pure or 50-499 g mixture
- **PCP (Schedule II):** 10-99 g pure or 100-999 gm mixture

The penalties are:

- **First Offense:** Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.
- **Second Offense:** Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

For the substances/schedules and larger amounts:

- **Cocaine (Schedule II):** 5 kgs or more mixture
- **Cocaine Base (Schedule II):** 280 g or more mixture
- **Fentanyl (Schedule IV):** 400 g or more mixture
- **Fentanyl Analogue (Schedule I):** 100 g or more mixture
- **Heroin (Schedule I):** 1 kg or more mixture
- **LSD (Schedule I):** 10 g or more mixture
- **Methamphetamine (Schedule II):** 50 g more pure or 500 g or more mixture
- **PCP (Schedule II):** 100 g or more pure or 1 kg or more mixture

The penalties are:

- **First Offense:** Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual
- **Second Offense:** Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
- **2 or More Prior Offenses:** Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

For the substances/schedules and amounts:

- **Other Schedule I and II Substances** (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- **Flunitrazepam (Schedule I):** 1 g

The penalties are:

- **First Offense:** Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
- **Second Offense:** Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.

For **Other Schedule III Substances** in any amount, the penalties are:

- **First Offense:** Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.
- **Second Offense:** Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.

For **Other Schedule IV Substances** (except for 1 g or more of Flunitrazepam) in any amount, the penalties are:

- **First Offense:** Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
- **Second Offense:** Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

For **All Schedule V Substances** in any amount, the penalties are:

- **First Offense:** Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
- **Second Offense:** Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

STATE OF ALABAMA DRUG OFFENSES AND PENALTIES

A list of Alabama statutes regarding controlled substances, marijuana and drug paraphernalia is incorporated below. Crimes involving controlled substances range from Class A to Class C felonies, punishable by substantial prison terms and/or fines, with enhanced penalties if controlled substances are sold to persons under 18 years of age or within a three-mile radius of campus boundaries of a college or school. Possession of marijuana for personal use is a Class A misdemeanor for the first offense, but elevated to a Class C felony for a second offense. Possessing drug paraphernalia is a Class C misdemeanor, but elevated to a more serious Class B felony if sold to a person under 18 years of age. The Department of Public Safety may suspend a driver's license for six months for persons convicted of a drug offense.

A drug conviction under state or federal law may make a student ineligible for federal financial aid (loans, grants, work study). For more information, see:

[Eligibility for Students with Criminal Convictions](#) | [Federal Student Aid](#)

STATE OF ALABAMA CONTROLLED SUBSTANCES/MARIJUANA VIOLATIONS AND PENALTIES

VIOLATION	PENALTIES*	AL CODE §
CONTROLLED SUBSTANCES		
<i>Trafficking:</i> Knowingly sells, manufactures, delivers or brings into state cannabis (in any of its forms), cocaine, heroin, morphine, opium, methaqualone, hydro morphine, methylenedioxy amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD	<i>Class A Felony.</i> Imprisonment & fines dependent on amounts Prison: Ranges from 3 years to mandatory life in prison without parole. Fine: Ranges from \$50,000 - \$250,000	13A-12-231
<i>Sale</i> of controlled substance by person over 18 to person under 18	<i>Class A Felony.</i> Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than \$60,000	13A-12-215
<i>Sale</i> of controlled substance that is on the campus or within a 3-mile radius of campus boundaries of any public or private school, college, university or other educational institution or of public housing	<i>Class A Felony.</i> Prison: Add five years to penalty	13A-12-250 13A-12-270
Engages in a criminal enterprise, in connection with 5 or more persons, to <i>traffic</i> in illegal drugs	<i>Class A Felony.</i> Prison: 25 years to life w/o eligibility for parole; Fine: Not more than \$500,000; 2 nd offense: Prison: mandatory life Fine: \$150,000 - \$1,000,000	13A-12-233
<i>Manufacturing</i> controlled substance if 2 or more of following conditions are present: possession of firearm, use of booby trap, use of clandestine lab within 500 feet of a residence or school, the presence of someone under 17 years of age during the manufacturing process	<i>Class A Felony.</i> Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than \$60,000	13A-12-218
<i>Manufacture</i> of a controlled substance	<i>Class B Felony.</i> Prison: 2-20 years Fine: Not more than \$30,000	13A-12-217
<i>Distribution</i> of controlled substances (furnished, sold, given away, manufactured, delivered or distributed)	<i>Class B Felony.</i> Prison: 2-20 years Fine: Not more than \$30,000	13A-12-211
<i>Possession</i> or receipt of controlled substances	<i>Class C Felony.</i> Prison: 1-10 years Fine: Not more than \$15,000	13A-12-212
Person convicted of attempt, criminal solicitation & criminal conspiracy to commit controlled substance crime	Punishable the same as the crime itself	13A-12-202 (c); -203(c); -204(c)

MARIJUANA & DRUG PARAPHERNALIA		
Possession of marijuana in first degree (other than personal use or previously convicted of possession in second degree)	<i>Class C Felony</i> . Prison: 1-10 years Fine: Not more than \$15,000	13A-12-213
Possession of marijuana in second degree (for personal use only)	<i>Class A Misdemeanor</i> . Jail: Not more than 1 year; Fine: Not more than \$6,000	13A-12-214
Use, possession, delivery, or sale of drug paraphernalia	<i>Class B Felony for sale to one under 18 by one over 18</i> . Prison: 2-20 years; Fine: Not more than \$30,000 <i>Class C Felony for sale</i> . Prison: 1-10 years; Fine: Not more than \$15,000 <i>Class C Misdemeanor for possession</i> . Jail: Not more than 3 months; Fine: Not more than \$500	

STATE ALCOHOLIC BEVERAGE LAWS AND PENALTIES

Various Alabama statutes address alcohol-related laws and penalties. Most offenses expose an individual to 30 days to six months in jail and a fine no greater than \$500. Penalties for DUI increase with the number of offenses, with the fourth DUI exposing a person to a felony charge, with imprisonment from 1-10 years and fine from \$4,100 to \$10,100. Significantly, the fourth DUI results in mandatory revocation of the person's driver's license for five years. Adults who authorize a party at a residence they control and allow the party to continue with persons under age 21 illegally possessing or consuming alcohol without taking reasonable action to prevent it expose themselves to a \$3,000 fine and up to six months in jail. Finally, in addition to criminal penalties, civil monetary damages are available through the Alabama Civil Damages Act and/or Alabama Dram Shop Act if injuries are caused by a minor who has consumed alcohol.

HEALTH RISKS ASSOCIATED WITH USE OF CONTROLLED SUBSTANCES AND ABUSE OF ALCOHOL

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and afflict millions of Americans. This number increases dramatically when one considers the harm done to the families of substance abusers as well as to those injured or killed by intoxicated drivers or in drug-related work accidents. Alcoholism can develop in anyone. It tends to appear first between the ages of 20 and 40 and to be more prevalent in persons with a family history of alcoholism.

ALCOHOL

Alcoholism is a disorder that has profound psychological, biological, and societal effects. Directly, it affects over 18 million people; indirectly, it affects another 56 million. It is usually characterized by one of three different patterns:

1. Regular daily intoxication;
2. Drinking large amounts of alcohol at specific times; or
3. Periods of sobriety interspersed with periods of heavy daily drinking.

Alcoholism is usually progressive, and physical dependence can develop; if this happens, serious, sometimes life-threatening symptoms can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence.

Chronic alcohol abuse can produce irreversible health changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or to aspiration of vomitus, or as the result of any automobile accident while driving intoxicated.

MARIJUANA (CANNABIS)

Though physiological consequences do depend on frequency, duration, and quantity of use, marijuana use has been linked to impairment of short-term memory, concentration, judgment, perception, and fine motor skills. Therefore, the use of this drug increases the risk of machinery or motor vehicle accident and injury for four to six hours after ingestion. Impairment of memory may last for three to six months, even if use of the drug is discontinued completely. The active chemical in marijuana (THC) remains stored in body fat cells long after ingestion. Marijuana use is associated with chronic anxiety, depression, and paranoid feelings. It can exacerbate or increase significantly underlying emotional problems. Frequent and/or ongoing use by children and adolescents may have long term developmental consequences resulting in lack of motivation, apathy, and difficulty managing current stresses and responsibilities, as well as making appropriate plans for the future. Pregnant women who use marijuana may be at a higher risk for giving birth to children with developmental or birth defects.

HALLUCINOGENS

This category includes drugs such as lysergic acid diethylamino (LSD, also known as "acid"), mescaline, psilocybin (also known as mushrooms) and peyote. These drugs cause delusions, hallucinations, and impaired perception of time and space. Phencyclidine (PCP, or "angel dust") and amphetamine variants known as "ecstasy" are included in this category, though they rarely cause hallucinations in the true sense. They are, however, potent drugs that have mind-altering effects and impair perception and cognition. Hallucinogens can produce a "bad trip" with anxiety, agitation, hallucinations, and paranoia leading to impulsive behavior. After a "bad trip" the person can be subject to "flashbacks," which are recurrences of the experiences of the "bad trip" without taking any more of the drug. Psychosis and impaired thinking may result after long-term use.

COCAINE

The use of cocaine, an illegal stimulant drug, has risen dramatically in the United States. Other names for this drug are code, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked freebase or as "crack." Crack is a crystalline form of cocaine that is also known as "rock", from its small, white rock-like appearance. "Speed balls" are cocaine mixed with heroin, which is a particularly dangerous combination. Crack produces the most intense cocaine high; addiction can occur after using it only once or twice. Cocaine highs are characterized by feelings of extreme happiness and a sense of limitless power and energy. However, the physical effects include high blood pressure and heart palpitations. A cocaine "crash" follows the high and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include violence, paranoia, and personality changes as well as symptoms such as depression, anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and still-births. Newborns addicted to cocaine are irritable, unresponsive, they are prone to have malformed kidneys and genitals, and to have heart attacks and strokes. Addiction to cocaine controls

aspects of the user's life, impinges on the lives of those closest to the user, and occurs in people of all ages, classes, and educational levels.

AMPHETAMINES, METHAMPHETAMINE AND OTHER STIMULANTS

In addition to cocaine, a number of other drugs stimulate the nervous system and are very addictive. Most of them belong to the amphetamine family of drugs. Dexedrine (present in "diet" pills) may at times be prescribed by a physician, but its use as a legitimate medication is now infrequent. Street drugs of the amphetamine group include "ecstasy" and "ice." Ice is a smokable amphetamine compound that is very potent, and the effects are long-lasting and devastating. The health risks of these and other stimulants are similar to those of cocaine use.

NARCOTICS, INCLUDING HEROIN

Various medications are taken to relieve pain. Most non-prescription pain relievers (such as aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of stronger pain relievers, available by prescription only, which are referred to as narcotics and most of which are opiates. Examples of these drugs include morphine, codeine, Tylenol No. 3, Darvon, Darvocet, Percocet, Percodan, Demerol, and certain prescription cough medicines. These drugs differ from non-prescription pain relievers in their potential for abuse and dependence. With close medical supervision, these drugs may be safely used in specific medical circumstances for a limited time. However, addiction may occur, and the person may not want to stop the drug even when the pain has stopped. Tolerance to the drug is shown by an increase in the amount of drug necessary to relieve pain. This becomes progressive and leads to the craving or need for larger and larger doses, without which the person becomes extremely uncomfortable and physically ill. The time may come when the person "needs" such a large dose of the drug that it is poisonous or lethal. Under these circumstances, coma, suffocation, and death may ensue. The malignant course of this problem is similar to that of addiction to heroin. Although heroin is not available by prescription, it is a narcotic which belongs to the same chemical family as the above drugs. The use of heroin is mainly by injection into a vein, which carries the additional medical dangers of contracting AIDS and hepatitis from unclean needles and syringes.

SEDATIVES AND TRANQUILIZERS

Barbiturates and benzodiazepines are two of the most commonly used classes of sedatives. Barbiturates (such as Phenobarbital, Seconal, and Amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by benzodiazepines, used for relief of anxiety and to promote sleep. Benzodiazepines include such drugs as Valium, Librium, Ativan, Xanax, Dalmane, Halcion, and Restoril. While safe and effective at moderate doses for short periods of time (weeks), all benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently, benzodiazepines are abused by adults who become dependent on them because of their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (Quaaludes), Doriden, and Equanil. Intoxication may result from benzodiazepine use and resembles alcoholic drunkenness. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of benzodiazepines (barbiturates and other sedatives) add to those of alcohol; taken together, they can lead to coma and even death. Withdrawal from

benzodiazepines resembles alcohol withdrawal and is most apparent if the drugs are stopped abruptly. Withdrawal takes place within hours to days of stopping the drug. Once a person is addicted to benzodiazepines, a physician should supervise the plan for gradually stopping them, to minimize serious effects of withdrawal.

IMPACT OF SUBSTANCE ABUSE ON FAMILIES

Families are often gravely affected by a substance-abusing member. This can occur on many levels. As a very direct, physiological consequence, the infants of alcohol and cocaine-abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. In addition, abusers often affect the economic well-being of their families as their inability to hold down a job or, in some instances, their stealing from relatives, reduces the family's financial means and stability. In many cases substance abuse leads to violence at home. Substance abuse takes an emotional toll on the functioning of individual members and the family. Family members may actively deny the problem, may become symptomatic in an effort to deflect attention from the substance-abusing member, or may assume the abuser's responsibilities at home and even at work. On the other hand, very often the family's intervention with the user is an essential step in getting the abusing member to seek treatment. Support groups or family members, such as Al-Anon, Nar-Anon or COC-Anon, as well as family therapy can provide needed assistance to families as they confront the destructive effects of the user's addiction.

RECOGNIZING SIGNS AND SYMPTOMS OF ALCOHOL AND SUBSTANCE ABUSE

Everyone occasionally has days when they exhibit behavior not normally associated with an educational or work environment nor characteristic of himself or herself. Unusual behavior during times of stress can be understood and accepted. However, when unusual behavior is displayed on a gradually increasing scale accompanied by general decline in work habits over a period of time, it indicates that an individual needs professional help. Below are some of the more common signs or symptoms of unusual behavior.

ABSENTEEISM AND TARDINESS

- Arriving late and leaving early
- Absences before and after payday or holidays
- Sporadic but significant use of sick time
- Taking frequent breaks
- Unexplained absences
- Friday and Monday absences
- Absences due to accidents both on and off the work site

IMPAIRED JOB PERFORMANCE

- Increasing operating errors
- Lost time on the job
- "Putting things off"
- Irresponsibility in completing tasks
- Faulty decision making
- Increased accident rates
- Wasted materials or damaged equipment
- High performance that slowly declines over time

- Job performance that becomes focused on a specialized, repetitious activity
- (rather than the entire array of job duties)
- Irregular or non-existent office hours
- Sudden, extreme gaps in performance (missing a grant deadline, unexpected missing of final exams)

UNUSUAL INTERPERSONAL INTERACTIONS

- Sudden emotional outburst including anger, tears, laughter
- Mood swings, especially early or late in the work day
- Overreactions to criticism
- Blaming others for poor performance
- Making inappropriate statements
- Rambling or incoherent speech
- Isolation from co-workers or increasing social withdrawal

DECLINING PHYSICAL APPEARANCE (SUDDEN OR GRADUAL)

- Poor personal hygiene (e.g. body odor or dirty hair, nails, and skin)
- Less interest in dress and appearance (or a noticeable decline from previous meticulousness)
- Glazed or red eyes
- Slurred speech
- Poor coordination, staggering
- Tremors, poor eye-hand coordination
- Frequent gastrointestinal distress
- Deterioration of oral hygiene
- Legal problems, such as arrest for driving under the influence (DUI)
- Domestic situation, including children's drug use (children of alcoholics sometimes have drug abuse problems)
- Financial concerns, such as high debt load, bad loans, wages garnished, unusual spending patterns

COMMUNICATION OF CALHOUN COMMUNITY COLLEGE DRUG POLICY

In compliance with the Drug Free Schools and Communities Act Amendment:

Calhoun Community College is committed to creating a healthy, safe and positive community for its students and staff. Through the use of multiple strategies, the College provides the framework for addressing alcohol and other drug-related issues for the campus community. This is accomplished by:

- Developing alcohol and drug-related policies to increase the consistency of enforcement
- Conducting early intervention
- Providing treatment options and recovery

The following campus units provide information that contributes to the comprehensive Drug and Alcohol Prevention Program:

- Student Activities
- Campus Police
- Quest Counseling Services
- Athletics
- Orientation
- College Discipline Committee

- Human Resources