CALHOUN COMMUNITY COLLEGE

2026
Annual Campus Security Report and Annual Fire Safety Report

Table of Contents

Calhoun Community College (CCC) Campus Locations: 1
Calhoun Community College Campus Police Mission Statement 1
Calhoun Community College Police Department Authority and Arrest Powers 1
Calhoun's Relationship with Federal, State, and Local Law Enforcement Agencies 1
Reporting Criminal Actions or Other Emergencies 2
Non-Law Enforcement Campus Security Officials 2
Reporting Emergencies on Campus 4
Emergency Procedures 5
Emergency Operation Training and Drills 9
Calhoun Community College Police Department Response to Crime 14
STUDENT CODE OF CONDUCT 14
Employee Complaint Policy 25
Missing Students Policy 25
Reporting and Investigation Procedures of Missing Students 26
Communications about Missing Students 27
Crisis and Other Urgent Communications 27
Security of Personal Property 28
Security of and Access to Campus Facilities 28
Safety and Security Programs 29
Campus Crime Statistics Disclosure 29
Monitoring Campus, Non-Campus and Public Property for Criminal Activity 29
Daily Crime and Fire Log 29
Clery Act Definitions 29
Confidentiality 31
Arrest Statistics Relating to Alcohol, Drugs and Weapons 31
Crime Statistics for Reporting Periods 32
Hate Crimes 36
Notification to Victims of Crime of Violence 36
Sex Offender Registry 37
Sexual Offenses 37
Sexual Assault Elimination Act 37
Instructions for Sexual Assault Victims 39
How to be an Active Bystander 40
Risk Reduction 40
Protection from Abuse Orders 40
Title IX Coordinators 40
Drug and Alcohol-Free Campus 41
Federal Drug Offenses and Penalties 43
STATE OF ALABAMA DRUG OFFENSES AND PENALTIES 45
STATE ALCOHOLIC BEVERAGE LAWS AND PENALTIES 47
HEALTH RISKS ASSOCIATED WITH USE OF CONTROLLED SUBSTANCES AND ABUSE OF ALCOHOL 47
IMPACT OF SUBSTANCE ABUSE ON FAMILIES 49
RECOGNIZING SIGNS AND SYMPTOMS OF ALCOHOL AND SUBSTANCE ABUSE 50

COMMUNICATION OF CALHOUN COMMUNITY COLLEGE DRUG POLICY 51
2026 Annual Fire Safety Report 52
On-Campus Housing Fire Safety System 52
In the event of a fire/fire alarm 52
Evacuation Site: 52
Smoking 53
Calhoun Community College Annual Fire Statistics for On-Campus Housing 53
Fire Drills 53
Policy on Portable Electric Appliances and Open Flames in Student Housing Facilities 53
Fire Safety Education and Training Programs Provided to Students and Employees 53
Reporting Fires 53
Future Improvements in Fire Safety 54

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 Authorities:

Decatur Campus	
Kassie Mathis, Vice President of Student Services	(256) 306-2743
Kim Gaines, Director of Human Resources and Payroll; Title IX-Employees	(256) 306-2592
Brandon Brown, Director of Disability Services/ADA	(256) 306-2635
Ayrian Fletcher, Student Engagement Coordinator	(256) 890-4757
Nicole Ricketts, Coordinator of Student Advocacy, Special Projects & Discipline	(256) 306-2870

Laura Moore, Office of Student Engagement	(256) 306-2614
Bruce Causey, Executive Director of Facilities, Maintenance and Safety	(256) 306-2569
A.J. Daugherty, Director of Athletics and Transportation	(256) 306-2850
Griffin Tucker, Athletics Coordinator	(256) 306-2850
Gina Loosier, Athletic Academic Advisor	(256) 306-2761
Derrick Powell Jr., Men's Basketball Coach	(256) 306-2570
Candace Byrd-Vinson, Women's Basketball Coach	(256) 306-2867
CoCo Tate Crutcher, Volleyball Coach	(256) 306-2500
Doug Ezzell, Bass Fishing Coach	(256) 306-2850
Cameron Chafetz, Head Baseball Coach/Freshman Seminar Advisor	(256) 306-2840
Richard Morgan, Men's and Women's Golf Coach	(256) 306-2857
Denton Bowling, Head Softball Coach/Intramural Coordinator	(256) 306-2839
Bart Stephenson, Flag Football Coach/Transportation Specialist	(256) 306-2983
Dante Dorsey, Cross Country Coach	(256) 260-2439
Dalton Counter, Esports Coach	(256) 306-2677
Alexis Arriaga, Men's Soccer Coach	(256) 306-2850
Andrew McCartney, Women's Soccer Coach	(256) 306-2850
Lori Rhone, Additive Manufacturing Club (AMC)	(256) 306-2974
Edwin Hocutt, Baptist Campus Ministries – Decatur	(256) 837-9140
LaNeisha Hardy, UNITY-Decatur	(256) 306-2883
Ayrian Fletcher, UNITY– Decatur	(256) 306-2596
Brandi Gindhart, Chess Club, Presidential Honors Program	(256) 890-4762
Bradley Sides, Book Club, Sigma Kappa Delta	(256) 713-4845
Kirsten Beasley, Creative Writing Club	(256) 713-4837
James Burton, Chess Club	(256) 713-4874
Mary Hudson, Community Garden Club	(256) 890-4849
Kristina Burns, Environmental Club	(256) 713-4804
Kenneth Kirkland, E.M.S. Club	(256) 306-2861
Tyler Mosley, E.M.S. Club	(256) 306-2978
Logan Dean, Student Nurse Association	(256) 306-2787
Dana Burton, Phi Theta Kappa	(256) 713-4873
Emma Starr, Phi Theta Kappa	(256) 306-2838
Tiffany Bain, Physical Therapist Assistant Club	(256) 260-2439
Leigh Ann Rhea, Book Club, Sigma Kappa Delta (SKD – English)	(256) 306-2940
Lisa Fletcher, Warhawk Ambassadors	(256) 306-2631
Kelli Morris, SkillsUSA	(256) 306-2602
Deborah Enfinger, Students for Life (SFL)	(256) 306-2679
Elizabeth Willingham, Calhoun Bible Study	(256) 306-2711
Nancy Bryant, Neurodivergence Club	(256) 306-2710
April Nunn, Ms. Calhoun	(256) 306-2724
Huntsville Campus	
Takeema Johnson, 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
Rachel Dunkerley, Gathering of Gamers-Huntsville	(256) 713-4884

Tanja MItchell, International Club (Huntsville campus)	(256) 890-4710
Divya Pradhan, International Club (Huntsville campus)	(256)890-4995
Cedric Huntley, UNITY-Huntsville	(256) 890-4741
Eli Alexander, The Well Church-Huntsville	(205) 728-5004
Shandie Laseter, SkillsUSA-Huntsville	(256) 713-4880
Wesley Jarrett, Warhawk Billiards Club	(256) 890-4711
Amy Dobbs, Neurodivergence Club-Huntsville	(256) 713-4861
Alabama Center for the Arts	
Jennifer Bunnell, ACA Chief Operating Officer	(256) 260-4299
Jacki Vadney, Fine Arts Department Chair, The Art Club Box, Kappa Pi	(256) 306-2703
Josh Vincent, Kappa Pi	(256) 260-4292
Kimberly Parker, Dean of Fine Arts	(256) 306-2701
Lauren Cantrell Salerno, CCC Theatre, Drama Club	(256) 260-3008
Kelly Porter, Neurodivergence Club	(256) 260-2916
Granville Oldham, CCC Chorale	(256) 260-3010
Matt Leder, CCC Jazz Band	(256) 260-2917
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
William Richardson, Athenian Players	(256) 260-4295
Kimberly Jack, Athenian Players	(256) 867-3782
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
Jayme Snider, Residential Life Coordinator	(256) 260-4308

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 – Severe Weather

(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 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 Police will inform each shelter location when it is safe to return to normal activities.

The Campus Police Department 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.

Diesel Technology
Use inner hall for storm shelter.

Automotive Building
Use 105-Locker Room/Storm Shelter. Storm Shelter rated for maximum wind speed of 250 mph.

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.
Work Force Building
Use interior rooms/rest rooms or Northeast Storm Shelter, if time permits.
Northeast Storm Shelter
Storm Shelter rated for maximum wind speed of 250 mph.

(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.
Residence Hall: Use the 1S1 Community Room/Storm Shelter.
Steam Imagination Center: Use storage room or interior hallway.
Studio: Use lowest level stairway/elevator area.

(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 lit, 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
EOP TTX	Decatur	Health Sciences	10/08/24
EOP TTX	Decatur	Career Services	10/10/24
EOP TTX	Decatur	Information Technologies	10/10/24
Evacuation Drill	Decatur	Health Sciences	10/16/24
Lockdown Drill	Decatur	Health Sciences	10/16/24
Evacuation Drill	Decatur	Career Services	10/17/24
Lockdown Drill	Decatur	Career Services	10/17/24
Evacuation Drill	Decatur	Information Technologies	10/17/24
Lockdown Drill	Decatur	Information Technologies	10/17/24

Drill/Exercise	Campus	Building	Date
EOP TTX	Decatur	Noble Russell	10/30/24
EOP TTX	Decatur	MSA Building	10/30/24
EOP TTX	Decatur	Testing Center and Adult Education	11/01/24
EOP TTX	Decatur	Brewer Library	11/01/24
Evacuation Drill	Decatur	Testing Center and Adult Education	11/01/24
Lockdown Drill	Decatur	Testing Center and Adult Education	11/01/24
Evacuation Drill	Decatur	Brewer Library	11/01/24
Lockdown Drill	Decatur	Brewer Library	11/01/24
EOP TTX	Decatur	CBIT	11/01/24

Drill/Exercise	Campus	Building	Date
Evacuation Drill	Decatur	Noble Russell	11/06/24
Lockdown Drill	Decatur	Noble Russell	11/06/24
Evacuation Drill	Decatur	MSA Building	11/06/24
Lockdown Drill	Decatur	MSA Building	11/06/24
EOP TTX	Decatur	Chasteen Student Center	11/14/24
EOP TTX	Huntsville	Sparkman	11/18/24
EOP TTX	Huntsville	Math, Science & CIS	11/18/24
EOP TTX	Decatur	Harris Hall	11/19/24
Evacuation Drill	Decatur	Maintenance	11/22/24

Drill/Exercise	Campus	Building	Date
Lockdown Drill	Decatur	Maintenance	11/22/24
Evacuation Drill	Decatur	Chasteen Student Center	11/22/24
Lockdown Drill	Decatur	Chasteen Student Center	11/22/24
Evacuation Drill	Decatur	CBIT	11/22/24
Lockdown Drill	Decatur	CBIT	11/22/24
Evacuation Drill	Huntsville	Sparkman	11/25/24
Lockdown Drill	Huntsville	Math, Science & CIS	11/25/24
Evacuation Drill	Decatur	Harris Hall	11/26/24
Lockdown Drill	Decatur	Harris Hall	11/26/24

Drill/Exercise	Campus	Building	Date
Mass Casualty Incident Exercise	Decatur	Automotive Technology	03/13/25

Calhoun Community College Police Department Response to Crime

Victims and witnesses 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 and witnesses also have the option to report crimes to a Campus Security Authority (CSA) listed on pages 2-4.

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
Vice President of Student Services	All Campuses	(256) 306-2743

STUDENT CODE OF CONDUCT

All students of Calhoun Community College shall be expected to conduct themselves in an honorable and ethical fashion. However, in the event of proven misconduct, an appropriate sanction will be applied. The following sections address the Student Code of Conduct, as well as the College's student conduct procedures.

A. PURPOSE

Calhoun Community College is committed to ensuring a safe and respectful learning environment that empowers students to excel academically and personally. The purpose of the Student Code of Conduct is to communicate the expectations and standards of behavior for all students and to delineate our conduct procedures to address allegations of misconduct.
The Office of Student Services along with the Student Conduct Committee administers and enforces the Student Code of Conduct. In efforts to foster student development, it is the goal of Calhoun Community College that, upon engaging with the conduct process, a student will: (1) cultivate critical thinking, (2)

understand the importance of ethical decision-making, and (3) repair any harm done to the campus community.

B. JURISDICTION OF THE STUDENT CODE OF CONDUCT

A student shall be subject to sanctions by the College, up to and including dismissal, when it has been determined that a violation has occurred on any property owned or controlled by the College, or off-campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted.
Students are responsible for their conduct from the time of application through graduation, even when conduct occurs between terms of enrollment. The Student Code of Conduct still applies if the student withdraws from school while a student conduct case is pending.
If a student engages in behavior that violates both local laws and the College's Student Code of Conduct, they may be subject to accountability from both civil authorities and the College. The College reserves the right, at its discretion, to initiate sanctions against the student preceding, concurrently with, or subsequent to any criminal proceedings. This applies even if criminal charges related to the same incident are pending, dismissed, or reduced.

C. TYPES OF MISCONDUCT

Misconduct shall include the commission of the attempt to commit, or the solicitation of any of the following offenses.

Category 1: Acts of Dishonesty

1. Any form of dishonesty, including but not limited to, cheating, plagiarism, or furnishing false information to any employee, representative, or agent of the College.
    a. Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets; written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.
    b. Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.
    c. The unauthorized use of Artificial Intelligence (AI) is defined to include, but not be limited to, the use of automated writing services, AI-generated content, or any other form of AI assistance, and is considered a form of academic dishonesty.
    d. Furnishing false information is defined to include, but not be limited to, submitting falsified documents during the enrollment process, providing forged doctor's excuses, giving a false report or providing false information during a Title IX grievance process, or engaging in any other deceptive practices involving documents or information.
2. Forgery, alteration, or misuse of college documents, records, or identification.

Category 2: Substance Abuse or Misuse

1. Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.

Category 3: Disorderly or Indecent Conduct

Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes behavior while attending in-person class, hybrid class, synchronous class, asynchronous and/or hyflex class, which unduly disrupts the order of a class.

1. Any form of verbal or written communication or expression directed to any Calhoun Community College employee in a confrontational or insulting manner, which is intended to harass, annoy, intimidate, disrupt, or bully shall not be tolerated.
2. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which may be reasonably interpreted as insulting or harassing to one's race, gender, religion, age, national origin, disability, or other protected classification.
3. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it disrupts the educational process and/or infringe upon the rights of any other student or employee of the College.
4. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

Category 4: Damage, Theft, or Unauthorized Use of Property

1. Unauthorized entry to College facilities.
2. Unauthorized possession, duplication, or use of a key to College facilities, and/or interference with the use of or access to a College facility.
3. *Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College
4. Intentional misuse of any College fire alarm or fire-fighting equipment.

Category 5: Other Abuse or Harm

1. *Actual or threatened physical abuse of any person including domestic violence, dating violence, sexual assault, or stalking (menacing), as defined under Alabama State Law, verbal abuse, threats of intimidation, harassment, and/or coercion, including hazing or any other act, which would tend to endanger the health or safety of the College environment or any person on campus.

Please note that the College has a separate process for sexual misconduct and sex discrimination, as defined by our Title IX policy.

Category 6: Violations of Law, Order, or College Regulations

1. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
2. Participation in any form of gambling.
3. *Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties, furnishing false information to any College official or law enforcement officer, and/or failure to identify oneself to these persons when requested to do so.
4. Violation of any College policy or regulation as published or referred to in the College Catalog, Student Handbook, or College website including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; and use of or parking of motor vehicles on the campus.
5. Violation of any Federal, State, or local law or ordinance.
6. Theft or other abuse of computer facilities and resources, including but not limited to:
    a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
    b. Unauthorized transfer of a computer file.
    c. Use of another individual's identification and/or password.
    d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College Official.
    e. Use of computing facilities and resources to send obscene or abusive messages.
    f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
    g. Use of computing facilities and resources in violation of copyright laws.
    h. Any violation of the College Computer Use Policy.
7. Abuse of the Student Code of Conduct System, including but not limited to:
    a. Failure to obey the notice from the Dean or College official to appear before a meeting or hearing as part of a Student Conduct proceeding.
    b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
    c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
    d. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
    e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding.
    f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, or after a Student Conduct Code proceeding.
    g. Institution of a Student Conduct Code proceeding in bad faith.
    h. Failure to comply with the sanctions(s) imposed by the Committee under the Student Code of Conduct.
8. Violation of Institutional No Contact Orders.

*The commission of any of these particular offenses may subject the student to interim measures, as defined in Section E, from the College while their conduct case is being reviewed. These violations may also be subject to automatic committee review.

D. STUDENT ORGANIZATION MISCONDUCT

Student organizations are registered and approved through the Office of Student Engagement. Section D of the code applies to those organizations and any elected officers acting as a representative of their organization.

A student organization may be held accountable for a violation(s) of the Code regardless of whether a member of the organization is individually held accountable for a violation(s) arising from the same incident(s).

A student organization and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when prohibited conduct by those associated with the organization have received the implied or direct consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

The officers, leaders, or any identifiable spokespersons for a student organization may be directed by appropriate College Officials or other designated security or law enforcement officials to take appropriate action designed to prevent or end prohibited conduct by the organization or by any individuals associated with the organization who can reasonably be said to be acting on the organization's behalf.

A student organization may be held accountable if any of the following situations regarding an alleged violation(s) of the Code apply: (a) it was committed by one or more members of the organization; (b) it was committed by one or more members of the organization, and organization funds were used to finance the function; (c) it occurred in the context of an organization-sponsored function; or (d) it occurred in the context of an organization-sponsored activity that was advertised via organization-controlled mediums (e.g., social media, organizational announcements).

The president or equivalent officer of a student organization shall represent the organization unless the president or equivalent officer petitions the SCA or designee in writing to substitute another student to represent the organization.

A student organization that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively referred to as “parent organization”) must disclose to the SCA or designee any investigation or disciplinary action (e.g., alleged behavior, disciplinary procedures, findings, sanction(s)) initiated by the parent organization. The disclosure must be made within one (1) business day of the organization being notified. Determinations on the most appropriate follow-up, including, but not limited to, an educational conversation, initiation of the Student Conduct Procedures, or notification to appropriate College Officials, shall be made at the discretion of the SCA or designee.

E. STUDENT CONDUCT PROCEDURES

Students are provided procedural due process in all cases involving misconduct. College conduct procedures are designed to fully assure a student's right to procedural due process and safeguard personal and confidential information concerning the student.

Student’s due process rights are provided by:

- Receipt of a formal notice of allegations
- Right to an impartial, unbiased, and, to the extent possible, a confidential conduct case review
- Option to have an advisor present during any administrative conference or committee review
- Access to review evidence and respond accordingly
- Receipt of a formal decision notice, outlining the case outcome(s) and sanction(s)
- Right to appeal decisions based on approved grounds

Interim Measures. Certain campus administrators who reasonably determine that a student's presence on campus presents a threat to the safety and security of the College community or is disruptive of the educational environment or efficient operation of the College may require the student to vacate campus properties until an administrative hearing can be held on the student's removal from campus. The administrative hearing shall be held no later than the third business day following the student's removal from campus. Campus administrators who may remove students from campus include the President, Vice President of Student Services, and Chief of Police.

Step 1: A referral is submitted to the Office of Student Services.

Any faculty, staff, or student may submit a referral for alleged misconduct by submitting the Student Code of Conduct Referral Form. For conduct violations, referrals should be made within ten (10) business days but no later than six (6) months from the date of the incident or knowledge of the incident. If the reporter suspects a potential criminal offense, they should also promptly contact the Calhoun Community College Campus Police Department to file a separate report.

Step 2: An investigation is conducted by the Student Conduct Administrator.

The Student Conduct Administrator (SCA) in the Office of Student Services will receive reports of alleged misconduct and conduct an investigation to determine that a violation occurred. If it is determined that a violation has occurred, the SCA will proceed with steps to initiate case resolution.

Step 3: The Student Conduct Administrator schedules a preliminary meeting with the student.

A letter will be emailed to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. The letter will include the alleged code of conduct violation(s), a brief description of the alleged behavior, the student's rights and responsibilities, and an invitation to schedule a meeting with the SCA.
During the preliminary meeting, the SCA will discuss with the student their rights and responsibilities, alleged behavior, evidence, code of conduct policies/procedures, and options for case resolution. The student may accept or deny responsibility for the alleged violation during this preliminary meeting.
The student will be presented with two resolution options: (1) an administrative conference with the SCA or (2) a Student Conduct Committee review.

An **administrative conference** is an informal hearing between the student and the SCA. In this meeting, the SCA will review the case, gather the student's perspective, and determine the appropriate outcome and sanction. Witnesses are not called, however, the SCA may obtain information from other sources prior to this proceeding.

A **Student Conduct Committee review** is a formal hearing that involves the student appearing before a multidisciplinary committee of faculty, staff, and student representatives. The committee will review the case, gather the student's perspective, and determine the appropriate outcome and sanction.

Step 4: The case is reviewed via administrative conference or Student Conduct Committee review.

Based on the severity of the alleged misconduct and/or a student's choice for case resolution, the SCA may offer an outcome and sanction through an administrative conference, or the case may be referred to a committee review.
Violations in the Student Code of Conduct that are marked with an asterisk (*) may be subject to automatic committee review. Multiple violations and/or additional mitigating or aggravating factors may also subject the case to automatic committee review.

Step 5: Outcomes and sanctions are communicated to the student.

A letter will be emailed to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. The letter will include the code of conduct violation(s), the outcome and sanction decided in the SCA administrative conference or the formal disposition from the committee review, and steps for an appeal process.
Step 6: The student may submit an appeal.

Students may appeal the decision of their student conduct case. A student must submit a written request for an appeal to the Vice President of Student Services within five (5) business days of the notification of their outcome and sanction.
The specific grounds upon which students may submit an appeal are as follows:

- Procedural error
- Sanction imposed is disproportionate to the misconduct that was committed, with consideration given to mitigating or aggravating factors
- The decision of the SCA/committee is against the great weight of the evidence

The Vice President of Student Services shall have the discretion of either affirming, reversing, or dismissing in part and affirming in part the outcome and/or sanction. The Vice President shall within fifteen (15) business days render a decision on the appeal.
Appeal decisions are final.

F. ACADEMIC DISHONESTY CASES

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 sanctions. 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 impose any of the following sanctions:

- impose a grade of "F" for the respective assignment or test
- require that an assignment be redone or a test be retaken
- impose other similar sanctions designed to preserve academic integrity

The faculty member shall not have the right to suspend or expel a student or suspend a student from course by assigning an "F" in the course for academic dishonesty. That authority is reserved for the Vice President of Student Services, the Student Conduct Administrator, and the College Student Conduct Committee. The faculty member should submit an Academic Dishonesty Reporting Form to notify the Office of Student Services and ensure proper record keeping of academic dishonesty cases. If a student has multiple cases of academic dishonesty, the student may be referred to the Student Conduct Administrator or the Student Conduct Committee for case review.

In cases of suspected academic dishonesty, the faculty member must notify the student within three (3) business days, providing written details of the allegation via email. The student then has three (3) business days to respond. No sanctions can be final until the student has been notified and given the opportunity to respond. The student is not required to respond, but faculty should give due consideration to any response before making a final decision. Each faculty member must maintain a confidential record of all allegations and actions taken.

G. OUTCOMES AND SANCTIONS

An outcome of “responsible” or “not responsible” will be determined for each student conduct case. The evidentiary standard to be used in determining a case outcome shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the SCA/Committee shall determine, strictly upon the evidence presented, whether the evidence submitted to prove the allegation(s) made against the accused student is true, when compared to evidence in opposition, has more convincing force and is more likely true than not true.
The following sanctions will be administered according to the severity of the misconduct, along with consideration of mitigating and aggravating factors, as determined by the Vice President of Student Services, the Student Conduct Administrator, and/or the Student Conduct Committee:

- ***Disciplinary Reprimand.*** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe sanctions.
- ***Disciplinary Probation.*** This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.
- ***Disciplinary Suspension.*** This excludes a student from the College for a designated period of time, usually not more than two (2) semesters. While on suspension, a student will not be allowed to take any course at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
- ***Class Suspension.*** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.
- ***Building/Facility Suspension.*** A student may be suspended from using a building or space on campus for improper or disruptive behavior. Building/Facility suspension will be for a period of time not to exceed the remainder of the semester.
- ***Disciplinary Expulsion.*** This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used sanction and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the probation against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one (1) year from the date of expulsion.
- ***Payment of Damages.*** Charges will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.
- ***Educational Sanctions.*** A student may be asked to complete reflective exercises, make appointments with support services, engage with our on-campus counselors, complete workshops, or any other similar sanction intended to cultivate critical thinking and student development.

- ***Community Service.*** A student may be required to complete a community service project. These activities typically involve contributing time and effort to projects that benefit the College or local community, such as volunteering at local charities, participating in environmental clean-up efforts, or assisting in community events. The purpose of this sanction is to encourage responsibility, foster a sense of civic duty, and promote positive contributions to the community.
- ***No Contact Order.*** A student may be directed to avoid contact with another party. No Contact Orders remain in effect until the graduation or withdrawal of at least one of the parties, unless the order expressly provides otherwise, or is modified or rescinded by the College. Violations of a No Contact Order are considered separate violations of the Student Code of Conduct, and as such alleged parties are subject to discipline under the Calhoun Community College Student Code of Conduct.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

Determining Sanctions

Each student's conduct case will be reviewed individually with the consideration of any of the following mitigating or aggravating factors:

- Risk of harm or actual harm caused to the campus community
- Previous violations of the Code of Conduct
- Student's intent
- Student's level of cooperation
- Student's compliance and level of success with prior interventions

Student Organization Sanctions

One or more of the following sanctions may be imposed on a student organization found responsible for a violation(s) of the Code:

- ***Conduct Warning.*** Formal written warning that the organization's behavior was in violation of the Code and that if the organization is subsequently found responsible for a violation(s) of the Code, more severe sanctions could result. An educational conversation may also occur with the SCA, advisor(s) of the organization, and/or the Student Engagement Coordinator.
- ***Recognition Probation.*** A status in which the organization is deemed not to be in good conduct standing with the College for a specified period of time. The organization may seek and add members during the probationary period and may host other activities unless otherwise specified. If the Organization is subsequently found responsible for a violation(s) of the Standard while on Recognition Probation, more severe sanctions, including Recognition Suspension or Recognition Revocation, could result.
- ***Recognition Suspension.*** Removal of College recognition or loss of funding for the organization for a specified period of time. During the period of Recognition Suspension, the organization is deemed not to be in good conduct standing with the College. While under Recognition Suspension, the organization may continue to occupy or hold property, but may not function at the College; utilize College facilities or services; or participate in any College-related activity or system.
- ***Recognition Revocation.*** Permanent removal of College recognition or loss of funding for the organization. The organization may not function at the College; utilize College facilities or

services; or participate in any College-related activity or system. The organization may petition the SCA or designee in writing for the Recognition Revocation to be rescinded, but not earlier than five (5) calendar years from the effective date of the Recognition Revocation.

H. STUDENT CONDUCT COMMITTEE

The College Student Conduct Committee shall be comprised of five members (5). Three (3) members are selected from the administration, faculty, and staff with at least two of these members selected from the teaching faculty. Additionally, the committee shall include two (2) students who have undergone the application process for the Student Conduct Committee, gained acceptance, and received the necessary training. A faculty representative serving on the Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Student Conduct Committee are as follows:

- Review cases and evidence concerning alleged student misconduct and direct action to be taken in cases.
- Impose appropriate sanction when such action is warranted by evidence presented in a committee review.
- Review and make recommendations to the Vice President of Student Services and Student Conduct Administrator on student conduct policies and procedures.

I. STUDENT CONDUCT COMMITTEE REVIEW PROCEDURES

Each party requested to attend a committee review shall be given prior written notice by the Student Conduct Administrator of the date, time, and place of the committee review. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be sent to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. In the event that a committee review is scheduled for a student, and the student has, by any means, been made aware of the date, time, and place, but fails to appear at the hearing, the review may be conducted in the student's absence.

Attendance at a Committee Review

Student Conduct Committee reviews shall be private and confidential and will be limited to persons officially involved. Persons present shall include Committee members, the Student Conduct Administrator or his/her designee, the student who is the subject of the committee review and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Non-party witnesses will be present only when giving testimony. The Student Conduct Administrator, or his/her designee, shall be responsible for preparing and presenting the College's case. NOTE: All references in these procedures to the "Student Conduct Administrator" shall also apply to any designee of the SCA.

The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the committee to give evidence or argument on behalf of the student or ask questions of the committee or witnesses. In answering or asking questions, the student may seek advice from the advisor before proceeding.

Any participant involved in a conduct case may request to participate virtually or separately from other parties, if their attendance in-person may cause distress or discomfort. Such requests will be considered with due respect to the privacy and well-being of all involved parties. The SCA shall review and grant or deny these requests accordingly.

The committee review will be audio and video recorded. The record of the review, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Student Conduct Administrator and will be kept confidential.

Order of Review

- Opening remarks by the Chairperson of the Student Conduct Committee.
- Review of alleged misconduct and any action previously taken in the case by the Student Conduct Administrator.
- Opening statement by Student Conduct Administrator or his/her designee (not more than seven minutes).
- Opening statement by the accused student (not more than seven minutes).
- Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Student Conduct Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself, but the Committee may consider the failure of the student to testify when deliberating the evidence.
- Closing statement (not to exceed seven minutes) by the student.
- Closing statement (not to exceed seven minutes) by the Student Conduct Administrator.
- Deliberation by the Student Conduct Committee.
- Report of Committee Findings.

The Student Conduct Committee will conduct its deliberation in a closed and confidential session and, after reaching its decision by majority vote, will notify the student of their decision in writing no later than three (3) business days after the review.

The Student Conduct Committee strives to adjudicate all conduct matters in a prompt and efficient manner. Any delays will be communicated in writing to the student.

In the event of an objection by any party to any testimony or other evidence offered at the review, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

J. STUDENT CONDUCT RECORDS

All student conduct cases are confidential and shall not be made part of the student's permanent academic record (official transcripts). Conduct records are subject to the privacy protection granted by the Family Educational Rights and Privacy Act (FERPA). Generally, the College must have written permission from the student before releasing any information from their conduct records. However, there are some exceptions. Please refer to our FERPA policy in the College Catalog for more information. Student conduct records will be kept on file with the Student Conduct Administrator. When necessary, notices of outcomes and sanctions will also be sent to Campus Police or other university officials within the institution determined to have a legitimate educational interest in the information.

Conduct records will be retained for ten years following a student's violation. After this period, they will be expunged unless required otherwise by law or College policy. However, files related to suspension, expulsion, or unsatisfactorily completed sanctions will be kept permanently.

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.

Missing Students Policy

This missing on-campus student policy applies to all college students who reside in on-campus student housing facilities.

Every student living in on-campus student housing will be given the opportunity and means to designate a contact person to be notified by the college within 24 hours of a determination that the student is missing. Students will be given the opportunity to register the emergency contact of their choice at room sign-up. Students are encouraged to update their emergency contact information with the Residential Life Coordinator if it changes. This contact information will be stored confidentially and will be accessible only to authorized campus officials. It will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
In the case of any student who is under 18 years of age and not emancipated, the college will notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional emergency contact person designated by the student.
Regardless of whether a student has designated an emergency contact person, is above the age of 18, or is an emancipated minor, the Campus Police will be notified within 24 hours of a determination that a student is missing.

Reporting and Investigation Procedures of Missing Students

For the purposes of this policy, a student may be considered to be missing if the student's absence from campus is contrary to his or her usual pattern of behavior and the college has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the student may be a victim of foul play (e.g., a reported abduction); that the student has expressed suicidal thoughts or may be in a life threatening situation; that the student has exhibited behavior suggesting that the student is unable to care for himself or herself; or that the student is overdue returning to campus and has not been heard from after giving a specific return time to family or friends. Any individual on campus who has information or reason to believe that a student living in on-campus student housing may be a missing person should notify Campus Police, Residential Life Coordinator, Dean of Fine Arts, or Vice President of Student Services. Any missing person report should be immediately referred to Campus Police.
Campus Police will gather from the reporting person all essential information about the student, as well as seeking information from the student's acquaintances and from appropriate College personnel and official College information sources. Such information will include a physical description of the student, a cellular phone number, the clothes last worn, the student's possible location and companion(s), a description of the student's vehicle, the observed physical and emotional wellbeing of the student, an up-to-date photograph, a class schedule, the date and time the student last attended class, etc. Contact with the student should be attempted using text messaging, cellular phone calls, Facebook, Twitter, other social media, and e-mail.
Upon receipt of a report of a missing on-campus residential student, Campus Police will promptly notify appropriate campus staff, including the Residential Life Coordinator, to aid in the search for and location of the student. In addition, Campus Police will in every instance promptly notify the Vice President for Students.
Campus Police will keep the Vice President for Students informed of the progress of its investigation. The final determination that a student is missing, which shall be understood to refer to an unexplained absence of 24 hours, will be made by the Vice President for Students after consultation with Campus Police. Once such a determination is made, the Vice President for Students, or designee will be responsible for notifying the student's emergency contact person, if any; in the case of an un-emancipated student under age 18, the student's custodial parent or guardian.

Communications about Missing Students

Director of Public Relations is the designated spokesperson to handle media inquiries concerning a missing student. The law enforcement agency in charge of the investigation will be consulted prior to any information release from the College so as not to jeopardize any investigation. Any information provided to the media to elicit public assistance in the search for the missing person will be released by the responsible law enforcement agency.

Crisis and Other Urgent Communications

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 CSA's and local police jurisdictions inquiring about specific Clery crimes associated with each campus 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 and Fire Log

Calhoun Community College maintains a Daily Crime and Fire 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 violations.
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			Unfounded Cases
	2023	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	
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	1	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	1	1	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			Unfounded Cases
	2023	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	
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	2	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

Alabama Center for the Arts	On Campus			Non Campus			Public Property			Unfounded Cases
	2023	2024	2025	2023	2024	2025	2023	2024	2025	
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

ACA Residence Hall	On Campus Residence Hall			Unfounded Cases
	2023	**2024**	**2025**	
Type of Clery Crime				
Murder / Non-negligent Manslaughter	NA	0	0	0
Negligent Manslaughter	NA	0	0	0
Rape	NA	0	0	0
Fondling	NA	0	0	0
Incest	NA	0	0	0
Statutory Rape	NA	0	0	0
Robbery	NA	0	0	0
Aggravated Assault	NA	0	0	0
Burglary	NA	0	0	0
Motor Vehicle Theft	NA	0	0	0
Arson	NA	0	0	0
VAWA Offenses				
Domestic Violence	NA	0	0	0
Dating Violence	NA	0	0	0
Stalking	NA	0	0	0
Arrest				
Liquor/Alcohol Law Violation	NA	0	0	0
Drug Abuse Violation	NA	0	0	0
Weapons, Carrying, Possession, etc.	NA	0	0	0
Campus Disciplinary Referrals				
Liquor/Alcohol Law Violation	NA	0	0	0
Drug Abuse Violation	NA	1	0	0
Weapons, Carrying, Possession, etc.	NA	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
All Campuses	2025	None Reported	0	Not Applicable

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 hat 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)
- Sexual Harassment Assault and Rape Prevention (SHARP) training

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.

State of Alabama Sexual Assault Survivor's Bill of Rights

This Sexual Assault Survivor's Bill of Rights applies to any victim of sexual assault. The contents of this Bill of Rights are prescribed in Section 15-23-121, Ala. Code.

1. You are entitled to confidential support from a crisis counselor. Call the National Sexual Assault Hotline at 1-800-656-4673 or visit their website at www.rainn.org. For direct information from a service provider in our area, contact the Alabama Coalition Against Rape at 334-264-0123 or visit their website at www.alabamacoalitionagainstrape.org

2. You may apply for Alabama Crime Victims Compensation to assist with any expenses incurred as a result of the crime. For application information and qualifying expenses that may be covered, please visit www.acvcc.alabama.gov or call 1-800-541- 9388.

3. You may qualify for an order of protection from abuse. Please visit your sexual assault provider or county Circuit Clerk for information regarding protection from abuse orders.

4. You have the right to have a sexual assault medical forensic examination, regardless of whether you report the assault to law enforcement.

5. You cannot be prevented from nor charged for receiving a sexual assault medical forensic evaluation. (*A healthcare provider may bill a health insurer for providing a medical forensic examination).

6. You have the right to have a sexual assault evidence collection kit preserved by law enforcement agencies for at least 20 years or until you reach 40 years of age if you were a minor when the assault occurred.

7. Upon request, you have the right to be informed by the investigating law enforcement agency of test results from the sexual assault evidence kit. This includes a DNA profile match or other information collected as part of a medical forensic examination if the disclosure would not impede or compromise an ongoing law enforcement investigation.

8. Upon written request, you have the right to be informed of policies governing the collection and preservation of a sexual assault evidence kit.

9. Before destruction or disposal of the kit, and upon written request, you have the right to be notified 60 days prior of such destruction or disposal.

10. The kit may be preserved for an additional 20 years upon written request.

This page is for distribution to any victim of sexual assault by any law enforcement entity or any medical personnel. As a victim, you are entitled to the above rights. Please ensure the Alabama Attorney General's Office of Victim Assistance has your current address.

If you need further assistance, the **Victim Assistance Hotline can be reached at: 1-800-6267676.** You may also reach out to the Alabama Attorney General's Office of Victim Assistance for further assistance by calling 1-800-626-7676 or 334-242-7342.

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, Madison County and Morgan 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 Pl NW
Huntsville, AL 35806

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 Chief of Police at (256) 306-2574. The Chief of Police or designee 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

Brandon Brown, Director of Student Disability Services/ADA	brandon.brown2@calhoun.edu	(256) 306-2635

Title IX Coordinator for Employee Matters

Kim Gaines, Director of Human Resources and Payroll	Kim.gaines@calhoun.edu	(256) 306-2592

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. ine 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 ears. 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		
Trafficking: 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	*Class A Felony*. 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
Sale of controlled substance by person over 18 to person under 18	*Class A Felony*. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than $60,000	13A-12-215
Sale of controlled substance that is on the campus or within a 3-mile radius of campus boundaries of any public or private school, college, universityor other educational institution or of public housing	*Class A Felony*. 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 *traffic* in illegal drugs	*Class A Felony*. Prison: 25 years to life w/o eligibility for parole; Fine: Not more than $500,000; 2nd offense: Prison: mandatory life Fine: $150,000 - $1,000,000	13A-12-233
Manufacturing controlled substance if 2 or more of following conditions are present: possession of firearm, use of booby trip, 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	*Class A Felony*. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than $60,000	13A-12-218
Manufacture of a controlled substance	*Class B Felony*. Prison: 2-20 years Fine: Not more than $30,000	13A-12-217
Distribution of controlled substances (furnished, sold, given away, manufactured, delivered or distributed)	*Class B Felony*. Prison: 2-20 years Fine: Not more than $30,000	13A-12-211
Possession or receipt of controlled substances	*Class C Felony*. 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)	*Class C Felony*. Prison: 1-10 years Fine: Not more than $15,000	13A-12-213
Possession of marijuana in second degree (for personal use only)	*Class A Misdemeanor*. Jail: Not more than 1 year; Fine: Not more than $6,000	13A-12-214
Use, possession, delivery, or sale of drug paraphernalia	*Class B Felony* for *sale to one under 18* by one over 18. Prison: 2-20 years; Fine: Not more than $30,000 *Class C Felony* for *sale*. Prison: 1-10 years; Fine: Not more than $15,000 *Class C Misdemeanor* for *possession*. 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 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

2026 Annual Fire Safety Report

On-Campus Housing Fire Safety System

At Calhoun Community College, the residence hall is protected by fire detection and alarm systems which are monitored 24 hours/day, seven days/week. This building is also equipped with sprinklers, lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. The residential hall is equipped with fire alarms in each dorm room, fire extinguishing blankets, and fire extinguishers are located throughout the dorm buildings. Residents should not tamper with fire alarms, smoke detectors, fire extinguishers, or electrical wiring or devices. There are also life safety plans posted on each floor showing evacuation routes.

In the event of a fire/fire alarm

- Take or secure all valuables, wallets, purses, keys, etc.
- Evacuate the building immediately and in an orderly manner. The last occupant to leave a room should close the door leading to the corridor.
- Never use the elevators. In most college buildings, elevators are automatically recalled to the street floor or transfer level upon the activation of the buildings' fire alarm system.
- Proceed to the nearest and safest exit.
- If possible, assist non-ambulatory occupants to areas of refuge, or to ground level exits. All members of the college community are responsible, within the limits of their abilities, to assist those individuals requiring assistance prior to, during or after an emergency. Normally, assistance is in the form of notifying emergency workers of the location of these individuals or by actually providing guidance to safe areas.
- Remain at designated safe area until instructed to re-enter by the City of Decatur Fire Department, or CCC Campus Police.

Evacuation Site:

Proceed to the north side of residential hall inside the parking deck.

The primary concern of resident life staff members in the event of a fire is to evacuate everyone from the building as quickly and safely as possible. The staff is trained to check each room for occupants if time and situation allows. In order to accomplish this, staff and occupants must be prepared in advance for a quick and orderly evacuation. It is suggested that people with disabilities prepare for emergencies in advance by learning the locations of exit corridors, areas of refuge, and exit stairways, by planning an escape route and by showing a classmate, dorm directors, or co-residents how to assist him/her in case of an emergency.

Anyone found causing a false fire alarm, tampering with fire-safety equipment, or not properly evacuating during a fire alarm will face appropriate sanctions, including disciplinary sanctions and/or arrest.

Smoking

CCC campus policy prohibits smoking in all properties owned and operated by Calhoun Community College, including residence halls.

Calhoun Community College Annual Fire Statistics for On-Campus Housing

Name of Facility	2023-Number of Injuries/Death	2024-Number of Injuries/Death	2025-Number of Injuries/Death
ACA Residence Hall	NA	0	0

There were no fires reported at on-campus housing of Calhoun Community College during 2024.

Fire Drills

The ACA Residence Hall opened in August of 2024. There were no drills conducted in 2024.

Policy on Portable Electric Appliances and Open Flames in Student Housing Facilities

Calhoun Community College Residential Life Coordinator and Resident Assistants (RA's) conducts dorm inspections numerous times throughout the year. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Rules and Regulations Manual which include rules and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers, and other life safety systems. In addition, rooms will be examined for the presence of prohibited items such as candles and other sources of open flame producers, and smoking in the room. This inspection will also include a general assessment of food and waste storage and cleanliness of the room and other prohibited items.

Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety briefings for students living in on-campus student housing are held during the Fall and Spring Semesters. These briefings are designed to familiarize dorm residents with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Residents will also be informed on the evacuation routes and meeting spots should they have to evacuate. During this training, residents are informed that fire drills are mandatory while residing in campus housing facilities.

Reporting Fires

Per federal law, Calhoun Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non- emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the CCC Campus Police Department may already be aware. If you find evidence of such a fire or if you hear about a fire, please contact the following:

- CCC Campus Police Department: 256-260-4305
- Residential Life Coordinator: 256-783-9104

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Future Improvements in Fire Safety

The residence hall opened for the first time in August of 2024. At this time the College does not have plans for future improvement. Although, providing fire safety education and training for students living in the residential hall will be a continuous and ongoing effort. The College has adopted the National Incident Management System (NIMS) for all emergency events that occur on campus.