

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Safety and Security		Approved by:
Insert:	07.02	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
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POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to comply with all Alabama Community College System (ACCS) policies related to safety and security, specifically ACCS [Board Policy 219.01](#) and [Board Policy 511.01](#).

It is the intent of the Board of Trustees to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on college property or while conducting College business against employees, contractors, students, visitors, or anyone else. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS) [Board Policy 211.01](#).

SCOPE:

This policy applies to all Coastal Alabama Community College employees during work or during any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with this policy.

DEFINITIONS:

Campus Disturbance: Any activity on the campus which includes any of the following:

- Violates the law;
- Disrupts the orderly process of the institution; or
- Endangers the life or property of the individual or the College.

Campus Safety Authority (CSA): A campus security authority is defined as any individual who has administrative responsibility for a student or campus activity.

Significant Emergency: The Clery Act defines a significant emergency situation as an immediate threat, such as a fire, health outbreak, inclement weather, gas leaks, etc.

Timely Warning: Situations that do not require an emergency notification if they are not causing imminent danger to the College community.

DETAILS:

07.02.01 **Security of College Facilities:** The College Police Department provides continuous year-round security and enforcement to the College community. Regular patrol is provided with access to municipal emergency services. College Police Officers are certified by the Alabama Peace Officers Standards and Training Commission and are sworn with all of the powers of a

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peace officer of Alabama. The College Police work in close cooperation with other local law enforcement agencies. College Police can be contacted by calling 251-580-2222, or 911. Whether one is a victim or a witness, one should report a crime or suspicious activity or any other emergency on campus. It is important to provide the following information when calling:

- Name;
- Location of the incident;
- A description of the individual or any vehicles involved in the incident, especially a license plate number.

Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campus are well-lighted, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The College Police officers make regular “lights out” reports of all street, sidewalk and parking lot lights, to insure speedy light replacement. Students and staff members are encouraged to report any areas that they feel need additional lighting or lights that need replacing. After dark, individuals are encouraged not to go out alone.

1. **Building Security:** All academic buildings are open during normal hours of operation. All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. The dean or department head who has a need for a classroom, laboratory, or office to be opened after the normal closing time of the building should follow the facilities reservation guidelines. Students should not be in buildings alone after normal hours of operation. Buildings are secured by College Police who make regular checks of each building to ensure that they remain locked.
 - a. **Off-campus sites:** In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:
 - Local police will submit, on a timely basis, to the Bay Minette Campus of College Police reports of all criminal incidents which occur at other campus sites.
 - College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
 - Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

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b. **The Academy at the Fairhope Airport:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- The College Police Department: (251) 580-2222
- The Fairhope Police Department: (251) 928-2385

Building Security: The building at The Academy at the Fairhope Airport will be secured as soon as possible after normal hours of operation, or in the case of a classroom building, after the last class of the day.

c. **Alabama Aviation Center at Brookley Field:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 580-2222
- City of Mobile Police Department: (251) 208-1700

Building Security: The building at the Alabama Aviation Center at Brookley Field will be secured as soon as possible after normal hours of operation, or in the case of a classroom building, after the last class of the day.

d. **Atmore Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 580-2222
- Atmore Police Department at (251) 368-9141

Building Security: The buildings at the Atmore Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

e. **Brewton Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 202-1250
- Brewton Police Department at (251) 867-3212

Building Security: The buildings at the Brewton Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

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f. **Fairhope Campus:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 202-1238
- Fairhope Police Department: (251) 928-2385

Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after normal hours of operation, or in the case of a classroom building, after the last class of the day.

g. **Foley Career and Technical Center:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 580-2222
- Foley Police Department: (251) 943-4431

Building Security: All buildings on the Foley Career and Technical Center will be secured as soon as possible after normal hours of operation, or in the case of a classroom building, after the last class of the day.

h. **Gilbertown Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 580-2222
- Gilbertown Police Department: (251) 843-2766

Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

i. **Gulf Shores Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- 911
- College Police Department: (251) 580-2222
- Gulf Shores Police Department: (251) 968-2431

Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

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- j. **Jackson Center:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 580-2222
 - Jackson Police Department at (251) 246-4484

Building Security: The buildings at the Jackson Center will be secured as soon as possible after normal hours of operation or after the last class of the day.

- k. **Monroeville Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 202-1240
 - Monroeville Police Department: (251) 575-3246

Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

- l. **Thomasville Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 202-1239
 - Thomasville Police Department: (334) 636-2174

Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

2. **Campus Access After Hours:** Coastal Alabama Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the college endeavors to provide an open academic environment, college officials and College Police are also concerned with providing a safe environment and may request to see your student identification card at any time. After regular operating hours or when the campus is closed, College Police may, at their discretion, deny access to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

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07.02.02 **Campus Disturbance:** Report all campus disturbances to College Police, 251-580-2222. In the event of the absence or unavailability of the Police Chief, the situation should be reported to the Dean of Student Services, 251-580-2103.

NOTE: For emergency situations, dial 911.

07.02.03 **Infectious Diseases and Foodborne Illnesses:** Refer to the College's [Emergency Operations Plan](#), [Paid Leaves and Time Off Policy](#), and [Unpaid Leaves and Time Off Policy](#).

07.02.04 **Emergency Notification System and Timely Warnings (Emergency Response Policy):**

1. **Notification System:** Students at Coastal Alabama Community College will be notified of emergencies, inclement weather and other safety messages through the College's mass notification system. Students are encouraged to sign up on these systems and to maintain accurate information on their student accounts to ensure they will receive these important messages.

Coastal Alabama Community College uses a mass notification system to notify students and faculty/staff of emergency situations and important College notices. The Coastal Alabama Police Department works closely with the Marketing and Communications Office (MARCO) to determine when and how an alert will be issued. The current situation will be monitored, and College officials will determine the type of notice, if any, that will be sent. The Marketing and Communications Office staff has the charge of issuing an alert upon the decision of College Police, select administrators, or the President of Coastal Alabama Community College. The Student Services Office monitors effects on students; the Marketing and Communications Office monitors weather and campus situational analysis; the College Police Department monitors the safety and security of the College community; and, the Marketing and Communications Office communicates with each individual or office to stay abreast of developing situations. The President is notified and informed of situations throughout the lifetime of the occurrence(s).

Any type of emergency notification or timely warning will include pertinent information for the College community to respond to or to be aware of a current situation. Information included in notifications do not compromise any type of criminal investigation but do include information to allow individuals to respond appropriately. For instance, if there is a suspect of a crime on campus, descriptive details regarding the individual's appearance or attire will be included. Evacuation or lockdown information may also be included should the situation require those types of responses.

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Coastal Alabama Community College, without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

2. **Mass Notification System:** Coastal Alabama Community College uses a mass notification system to notify employees and students of emergency situations. The College also uses this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file. All users are required to log into the mass notification system to ensure contact information, such as cell phone numbers are accurate.

Learn more about accessing the mass notification system at <https://www.coastalalabama.edu/about/locations/safety/>.

3. **Significant Emergency:** In the event of a significant emergency situation, Coastal Alabama Community College will send an emergency notification via the mass notification system. Refer to the definition section above for a definition of "significant emergency."
4. **Timely Warning:** Some situations do not require an emergency notification if they are not causing imminent danger to the College community. Examples of these situations include power outages and strings of larcenies, as defined by the Clery Act. Students may receive a notification through a mass notification system, even in the event of a non-emergency situation. These types of notifications are called Timely Warnings. The Marketing and Communications Office with other key College officials, will determine what type of alert should be sent.
5. **Testing Emergency Procedures and Notifications:** Coastal Alabama Community College frequently tests emergency procedures and notifications. Each fall, the College sends an annual notice to students, faculty and staff via the mass notification system. In addition, the College performs routine drills and evacuations annually. The College may choose to coordinate these tests, announced or unannounced. The Coastal Alabama Police Department also performs active shooter drills for faculty, staff and students. These exercises are performed during professional development sessions for employees and during training for specific student groups, such as Resident Assistants. All drills will be documented through the College Police Department.

07.02.05 **Emergency Resources and Law Enforcement:** The following resources are available to provide support and/or receive complaints or reports.

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Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. Contact information for law enforcement officials and medical treatment facilities are as follows:

1. Area Police Departments:

- Atmore Police Department: 251-368-3784
- Baldwin County Sheriff's Office: 251-937-0200
- Bay Minette Police Department: 251-937-4037
- Brewton Police Department: 251-867-3212
- Choctaw County Sheriff's Office: 205-459-2166
- Clarke County Sheriff's Office: 251-275-8156
- East Brewton Police Department: 251-867-4864
- Escambia County Sheriff's Office, Brewton: 251-867-0304
- Escambia County Sheriff's Office, Atmore: 251-368-4779
- Fairhope Police Department: 251-928-2385
- Foley Police Department: 251-943-4431
- Gilbertown Police Department: 251-843-2766
- Gulf Shores Police Department: 251-968-2431
- Jackson Police Department: 251-867-4864
- Mobile Police Department: 251-208-1700
- Monroe County Sheriff's Office: 251-575-2963
- Monroeville Police Department: 251-575-3246
- Thomasville Police Department: 334-636-2174

2. Contact the College Police Department for:

- Incident and crime reporting
- Lost and Found
- Personal safety escorts
- Security-related issues
- Vehicle assistance

3. Emergency Operation Plan (EOP): The *Emergency Operations Plan (EOP)* was prepared to educate all employees on when and how to report emergent situations such as active shooter, fire, or the need to evacuate the building(s). All employees should be well versed in these procedures as outlined in the guide.

4. Accidents (Reporting): After stabilizing the victim and seeking medical services, if needed for treatment, contact College Police at (251) 580-2222 to complete an accident report.

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5. **Active Shooter:** Refer to the College's *Emergency Operations Plan*.
6. **Bomb Threats:** Refer to the College's *Emergency Operations Plan*.
7. **Criminal Actions or Other Emergencies (Reporting):** It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to College Police, at 251-580-2222.
 - a. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Coastal Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any criminal activity reported.
 - b. It shall be the duty of the College to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it shall be the duty of College Police to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.
 - c. The Coastal Alabama Police Department is under the supervision of the President. The Chief of Police is responsible for the management of the College Police Department. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.
8. **Fire:** Refer to the College's *Emergency Operations Plan*.
9. **Medical Emergencies:** In case of medical emergency, call College Police at (251) 580-2222 or call 911. If you contact 911 first, follow up with College Police.
10. **Missing Persons:** Refer to the [Missing Persons Policy](#) for additional information.

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11. **Power Outages:** Refer to the College's *Emergency Operations Plan*.

12. **Suspicious Mail:** Refer to the College's *Emergency Operations Plan*.

07.02.06

Inclement Weather: In cases of severe inclement weather, the College will announce cancellation of classes through the local media as well as through the College's website. Coastal Alabama Community College uses a mass notification system to notify employees and students of emergency situations. The College will use this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file. Students are automatically entered into the notification system when they are accepted to the College.

1. Faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they do so without risk of peril to themselves or to others.
2. **Emergency Closures:** The College may close (or suspend operations) in emergency situations that include, but are not limited to, inclement weather and emergency conditions such as a power failure, fire, and other situations, which create an undesirable and/or unsafe environment for employees. Essential employees may be required to work during an emergency closure.
3. **Temporary Adjustments to Work Schedules:** The College may set alternative work hours due to special circumstances such as early morning or mid-day closings or delayed openings due to inclement weather. When hours related to emergency or weather are changed, the College will notify all employees and students through local media, the Coastal Alabama Community College website, campus email, and/or a mass notification system. Employees are responsible for checking these media when they suspect inclement weather or other conditions may affect the College's operation.
4. **Emergency Operations Plan:** Refer to the College's *Emergency Operations Plan* for additional information regarding severe weather

07.02.07

Safe Environment: Coastal Alabama Community College endeavors to provide a safe environment for students, faculty, staff, and other campus visitors. A person who is not a student, officer or employee of Coastal Alabama, who is not authorized by employment or by status as a student of Coastal Alabama to be on campus or at any other facility owned, operated or controlled by the governing board of Coastal Alabama, or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal,

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orderly, peaceful or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by Coastal Alabama through the appropriate local law enforcement agency or court.

1. **Visitors:** Visitors purposefully threatening the safety of others on college premises may be subject to immediate removal from the premises and/or prosecution under the law.
2. **Employee Responsibilities:** To ensure both safe and efficient operations, the Alabama Community College System (ACCS) Board of Trustees expects and requires all College employees to display common courtesy and to engage in safe and appropriate behavior on the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.


Employees are responsible for their conduct on college premises, whether they are on or off duty. Board of Trustees and College rules of conduct and behavior expectations also apply when employees are traveling on college business as well as any time employees are working for or are representing the Alabama Community College System away from the premises.

- a. **Retaliation Prohibited:** Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.

07.02.08 **Firearms:** Firearms are prohibited on campus or on any other facility operated by the institution. Exceptions to this policy are referenced in the ACCS [Board Policy 511.01](#).

07.02.09 **Searches and Inspections:** To ensure security and to minimize the risk of terrorism and other threats, the College reserves the right to conduct searches of college property, including workstations, desks, file cabinets, lockers, College vehicles (and all enclosed containers), and similar areas. This also extends to all College computers (email and Internet), telephones (voice messages), and electronic devices (smart phones/tablets). The College may conduct searches when there is a reason to believe that prohibited items or activities may be present. Any items violating College policies or creating a health or safety risk may be confiscated anywhere on College premises. Any search will be conducted in compliance with all federal, state, local, or other laws.

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The College reserves the right to conduct searches of a student, employee, or visitor's personal possessions, including lunchboxes, briefcases, backpacks, packages, or other items carried onto College property. Personal possessions do not include items of clothing being worn or employee vehicles. However, a visual inspection of vehicles may be performed from outside (i.e., looking through the windows).

The College reserves the right to deny entrance to any student, employee, and/or visitor who refuses to cooperate with a request to search personal possessions. Individuals who refuse to cooperate may be subject to discipline.

07.02.10 **Standards of Conduct Related to Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs:** Coastal Alabama 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, influence, 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, Coastal Alabama Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate.

07.02.11 **Vaccinations:** Coastal Alabama Community College generally does not require vaccinations; however, the College is concerned about the health and well-being of all students and employees.

1. Coastal Alabama Community College encourages all students and employees to remain current on vaccinations as suggested by appropriate health authorities.
2. Enrollment in some healthcare-related programs and participation in some activities require immunizations as recommended by the Centers for Disease Control and Prevention and communicated by the specific Coastal Alabama Community College program.

PROCEDURE(S):

Reporting Safety and Security Concerns Procedures

1. Anyone who feels they have been mistreated under this policy may report their concerns at <https://www.coastalalabama.edu/student-services/referrals-and-complaints/>.

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College Law Enforcement Policies and Procedures

- Code of Ethics:** Officers shall at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama, and regulations of Coastal Alabama Community College.
- Violation of Rules:** Violation of College rules and regulations or criminal offenses are reported in writing to the Dean of Student Services and/or Designee. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.
- Room Searches (College Jurisdiction):** If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law enforcement officers with probable cause, must be approved by the Dean of Student Services and/or Designee.

Inclement Weather Procedures

- When an institution is required to close due to inclement weather or other unforeseen emergency, the President must immediately notify the Chancellor.
- Coastal Alabama will notify via an alert on the website, issue an all-College email (Coastal News), post notifications on social media, and notify employees and students through the RAVE system.

NOTE: It is the employee's responsibility to ensure that contact information is updated to receive mass notification system notifications.

ADDITIONAL PROVISIONS/INFORMATION:

- Refer to [Employee Complaints and Grievances Policy](#).
- Refer to [Emergency Operations Plan](#).
- Refer to [Working Conditions Policy](#) (Employee Discipline Section).
- Refer to [Student – Formal Complaints Policy](#).
- Refer to [Student Code of Conduct Policy](#).