



COASTAL ALABAMA
COMMUNITY COLLEGE

ANNUAL SECURITY & FIRE SAFETY REPORT

Updated September 2023

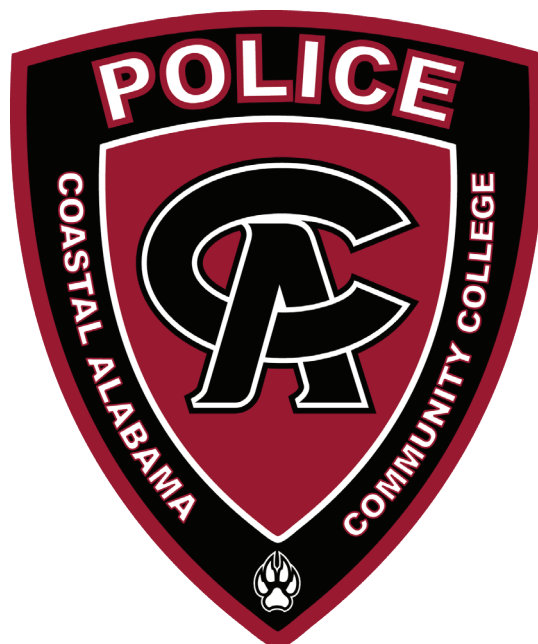


TABLE OF CONTENTS

INTRODUCTION	1
Annual Fire Safety & Security Report Contents.....	1
MISSION, VALUES & VISION	2
DISTRIBUTION OF THIS REPORT.....	2
REPORTING CRIMINAL ACTION & EMERGENCIES.....	3
EMERGENCY CONTACT INFORMATION.....	4-5
PARKING & DRIVING REGULATIONS	6
ALCOHOL & DRUGS	7-8
Standards of Conduct	7
Legal Sanctions	7-8
Health Risks	8-10
SECURITY OF CAMPUS FACILITIES.....	11
FIRE SAFETY.....	12
EVACUATION, FIRE & FIRE DRILL PROCEDURES	12
POLICY ON FLAMMABLES	13
CRIME STATISTICS & PREVENTION	14
IDENTIFICATION OF CAMPUS SECURITY AUTHORITIES (CSA).....	15
TREATMENT FACILITIES	15
SEX OFFENDER REGISTRIES	16
POLICE REPORT	17
Disclosure of Police Statistics	17

APPENDIX A SAFETY & SECURITY POLICIES

01.06 Minors on Campus
02.05 Drug Free College and Workplace
02.12 Harassment Policy
02.16 Missing Persons Policy
02.17 Nondiscrimination
02.20 Sexual Harassment & Misconduct Policy (Title IX)
02.23 Tobacco Free Environment
02.24 Violence Against Women Act (VAWA)
05.06 Student Code of Conduct
05.07 Athletics, Drug Education and Testing of Student Athletes
05.08 Student - Formal Complaint
05.10 Residence Halls
07.01 Behavioral Intervention Team (BIT)
07.02 Safety & Security
07.03 Disclosure of Police Policies and Statistics
07.04 Crime Prevention for Students and Employees
09.01 Availability of College Facilities
09.03 Parking on Campus

APPENDIX B REPORTING STATISTICS

Crime Statistics
VAWA Crimes
Hate Crimes
Arrests
Disciplinary Reports
Fire Reports



INTRODUCTION

In the event of an emergency, the Coastal Alabama Community College Police Department has primary responsibility for immediate response, and shall cooperate and coordinate with all emergency response authorities and college administration in accordance with established policies and procedures.

Critical incidents are defined as those situations which have the potential to disrupt normal day to day operations, present a threat to the safety and welfare of the College community or property damage or loss, to name a few.

Annual Security & Fire Safety Report

Coastal Alabama Community College submits annually a Security & Fire Safety Report, as required by the Jeanne Clery Act. This Report is published by October 1 of each year. Contents in this Report are also found on the College's website.

www.CoastalAlabama.edu

The Annual Security & Fire Safety Report includes statistics of campus crime for the preceding three calendar years, plus details about efforts taken to improve campus safety.

Other areas featured in this Report include:

- Policies on Reporting Crimes
- Policies on Security of and Access to Campus Facilities
- Drug and Alcohol Policies
- Sex Offender Registries
- Emergency Notifications & Timely Warnings
- Missing Person Policy
- Violence Against Women Act (VAWA) Policies

To report a crime at any campus, event or activity:

Coastal Alabama Police Department
251-580-2222

For emergencies, call 911 immediately.

COASTAL ALABAMA POLICE MISSION, VALUES & VISION:

MISSION - To unite with members of the College community to maintain an environment of safety favorable to the execution and success of the College's overall mission by providing information and services that increase personal safety and safeguards vital resources.

VALUES - The College Police Department holds high regard for its members to be honest, ethical and professional. The Department seeks to preserve individual rights and to treat all with dignity, respect and courtesy.

VISION - The College Police Department strives to continuously improve the quality of service provided to the College community through the effective prevention of crime by utilizing technological resources, personal communication skills, superior training and professional principles.

DISTRIBUTION OF THIS REPORT

The Annual Security & Fire Safety Report is published for currently enrolled students, prospective students, parents, employees and prospective employees.

The Report is made available annually on College's website on the Safety webpage.

www.coastalalabama.edu/safety

Paper copies of this report will be made available at no charge for those who make the request. This Report will also be read to any persons who request.

All requests can be made by contacting Jonathan Davidson at 251-580-2222 or via e-mail at jonathan.davidson@coastalalabama.edu.

Additional Resources

The Department of Education also makes crime statistics available for higher education consumers at <https://ope.ed.gov/campusafety/#/>

REPORTING CRIMINAL ACTIONS OR EMERGENCIES

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. If College Police is not available, then call 911.

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 situation of the nature described in the paragraph above.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in paragraph 1 above, 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 said official(s) 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.

The College Police Department is under the supervision of the President. The main Police Office is located on Hammond Circle on the Bay Minette Campus. The Chief of Police is responsible for the management of the College Police Department and reports to the President. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.

Safety and Security

Coastal Alabama Community College provides a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer or employee of Coastal Alabama Community College, who is not authorized by employment or by status as a student of Coastal Alabama Community College to be on campus or at any other facility owned, operated or controlled by the governing board of Coastal Alabama Community College, 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, 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 Community College through the appropriate local law enforcement agency or court.

Campus Disturbance

1. Definition of Campus Disturbance: Any activity on the campus which does any of the following:
 - a. Violates the law;
 - b. Disrupts the orderly process of the institution; or
 - c. Endangers the life or property of the individual or the College.
2. Notification Method: Notify College Police at 251-580-2222

EMERGENCY CONTACT INFORMATION

In case of an emergency, call 911.

Campus-Specific Contact Information:

Alabama Aviation Center at Brookley Field

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, then:

- (a) Campus Office at (251) 580-4930; or
- (b) The Police Department at (251) 580-4946
- (c) The City of Mobile Police Department at (251) 208-1700

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) College Police at (251) 368-7635; or
- (b) Campus Office at (251) 368-8118; or
- (c) The Atmore Police Department at (251) 368-9141

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

Bay Minette 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, then:

- (a) Coastal Police Department at (251) 580-2222 or (251) 656-4950; or
- (b) The Bay Minette Police Department at (251) 580-2559

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) College Police at (251) 809-1546; or
- (b) College Police Main (manned 24/7) at (251) 580-2222; or
- (c) Campus Office at (251) 867-4832; or
- (d) The Brewton Police Department at (251) 867-3212

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) College Police at (251) 202-1250; or
- (b) College Police Main (manned 24/7) at (251) 580-2222; or
- (c) Campus Office (251) 990-0420
- (d) The Fairhope Police Department at (251) 928-2385.

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

Foley Career and Technical Facility

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, then:

- (a) Contact (251) 968-3104;
- (b) The Foley Police Department at (251) 943-4431.

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

EMERGENCY CONTACT INFORMATION

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, then:

- (a) Campus Office at (251) 843-5265 ; or
- (b) Gilbertown Police Department at (251) 843-2766 .

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) Campus Office at (251) 968-3104; or
- (b) The Gulf Shores Police Department at (251) 968-2431.

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) Jackson Police Department at (251) 246-4484.

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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, then:

- (a) Campus Office at (251) 575-3156; or
- (b) The Monroeville Police Department at (251) 575-3246.

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

Online Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency online.

To report a crime or emergency, call 911, then:

- (a) Center for Teaching & Learning Office at (251) 368-7613; or
- (b) E-mail CTLhelp@coastalalabama.edu.

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, then:

- (a) Campus Office at (334) 636-9642; or
- (b) The Thomasville Police Department at (334) 636-2174 .

Building Security: Buildings will be secured as soon as possible after the offices close or after the last class of the day.

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 include:

- Local police will submit on a timely basis to the Coastal Alabama Police Department 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.

PARKING & DRIVING REGULATIONS

Registration

Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal during registration or online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations.

Regulations

1. Speed limit will not exceed 15 m.p.h. on campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitors to the campus, including students who drive an unregistered car on a temporary basis, must obtain a visitor's parking permit from the College Police Office or the administrative office.
4. The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
5. The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.
6. City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
7. Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
8. Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
9. Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
10. Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
11. The registered driver of a vehicle is responsible for all citations issued to the vehicle.
12. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College shall not be liable for any damage to such vehicle occurring during removal or impoundment.

Violations and Fines

All traffic fines are paid online through the Coastal Alabama Community College website under the Safety and Security link. All fines are doubled if not paid within 30 days from the date shown on the ticket. The following schedule of penalties will be applied to violators of these parking regulations.

\$25 Fines:

- No Decal
- Unauthorized parking in visitor areas
- No parking zone
- Smoking violation
- Excessive noise from vehicle (city and campus noise violation)
- Unauthorized parking in President/Vice-President/Dean/Authorized College Vehicle parking areas
- Decal improperly displayed
- Improper parking
- Stop Sign violation
- Unauthorized parking in Faculty and Staff parking areas

Fines for other violations:

- Reckless driving and/or speeding – \$25.00 minimum
- Unauthorized parking in handicap areas – \$100.00

Vehicles violating parking regulations may be wheel locked or towed away. Wheel locking fee is \$50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

STANDARDS OF CONDUCT RELATED TO POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES & 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. 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 desist from 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.

The alcohol and drug awareness program will be owned by the Police Department to ensure federal compliance.

LEGAL SANCTIONS

Legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

1. State Offenses: Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- Schedule I consists primarily of “street drugs” such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs.
- Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V.

The Schedules may be found in Code of Alabama (1975), sec. 20-2-23, et seq.

- a. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975] sec. 13A-11-10).
- b. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of \$25 - \$100 or a 30 day jail term. (Code, sec. 28-1-5).
- c. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50 - \$100 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq).
- d. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100 - \$1,000 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1).
- e. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable upon the first conviction, by a fine of \$250 - \$1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).
- f. Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year. (Code, sec 13A-12-214).
- g. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years. (Code, sec. 13A-12-213).
- h. The selling, furnishing, or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not more than 20 years. (Code, sec. 13A-12-211).
- i. The selling, furnishing, or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or prison term of up to life. (Code, sec. 13A-12-215).
- j. Possession of a controlled substance enumerated in Schedule I-V is punishable by a fine of not more than \$5,000 and/or a prison term of not more than 10 years. (Code, sec. 13-12-212).
- k. Conviction for an unlawful sale of a controlled substance in or, within a three-mile radius of, an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250).

LEGAL SANCTIONS (CONTINUED)

- l. The use, or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/or a fine of up to \$500. (Code, sec. 13A-12-260).
- m. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by no more than 10 years in prison and/or fine of up to \$5,000. If delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000. (Code, sec. 13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

2. Federal Offenses: Activities which violate Federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following: 21 U.S.C. 841 makes it a crime:

- a. to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- b. to create, distribute, or dispense, or counterfeit substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedule I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams).

The penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:

- a. In case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
- b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000 or both.
- c. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000 or both.
- d. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
- e. Notwithstanding subparagraphs (a) through (b) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
- f. Notwithstanding subparagraph (a) through (b) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

3. Local Ordinances: The State of Alabama Code has been adopted locally.

HEALTH RISKS OF DRUG & ALCOHOL USE AND ABUSE

Following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

1. Cannabis

- a. Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- b. Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

HEALTH RISKS OF DRUG & ALCOHOL USE AND ABUSE (CONT.)

2. Cocaine

- a. Includes cocaine in powder form and “crack” in crystalline or pellet form.
- b. Cocaine stimulates the central nervous system.

Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

3. Other Stimulants

- a. Includes amphetamines and methamphetamines (speed); phenmetrazine (Preludin); methylphenidate (Ritalin); and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-State, etc.
- b. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite.

In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

4. Depressants

- a. Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc.
- b. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

5. Narcotics

- a. Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
- b. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

6. Hallucinogens

- a. Includes phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline, peyote, and psilocybin.
- b. Phencyclidine (“PCP”), interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check.

Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to

HEALTH RISKS OF DRUG & ALCOHOL USE AND ABUSE (CONT.)

a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (“LSD”), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

7. Inhalants

- a. Includes such substances as nitrous oxide (“laughing gas”), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
- b. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite.

Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

8. Designer Drugs

- a. Designer drugs include analogs of fetanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phencyclidine.
- b. Illegal drugs are defined in terms of their chemical formulas.

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucination, and impaired perception.

9. Alcohol

- a. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
- b. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is a “psychoactive”, or mind-altering, drug as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys, high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

The College has an awareness campaign designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs:

1. Provide accurate information on health risks and symptoms of illegal drug/alcohol abuse;
2. Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
3. Provide information on treatment centers and community agencies for referral;
4. Provide in-house counseling for those with alcohol/drug problems;
5. Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
6. Provide a clear explanation of the College’s policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

SECURITY OF CAMPUS 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 State Peace Officers Standards and Training Commission and are sworn with all of the powers of a 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 insure 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.

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.

Access to Campus Facilities

All buildings are open by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. College Police personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

College officials and College Police are concerned with providing a safe environment and may request to see your faculty, staff or student identification card at any time.

Campus Law Enforcement Policies and Procedures

1. 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.
2. Violation of rules: Violation of College rules and regulations or criminal offenses are reported in writing to the Judicial Officer and/or the Dean of Student Services. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.
3. 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 duly issued search warrants, must be approved by the Dean of Student Services.
4. Code of Conduct: Officers are expected at all times to abide by the Coastal Alabama Community College Police Department Code of Conduct.

FIRE SAFETY

FIRE SAFETY SYSTEM

The residence halls in Bay Minette and Brewton are equipped with fire safety systems. Additionally, fire drills are performed semesterly to ensure residents are prepared to respond to fires.

Thompson Hall (Bay Minette) - Smoke detectors in every room and hallway are connected to Hunter Security. Strobe lights are also in the residence hall.

Coyote Hall (Bay Minette) - Smoke detectors are attached to Hunter security. Sprinklers are in every room and hallway. Strobe lights and an intercom system are outfitted to be heard throughout the building.

Lakeview Apartments (Brewton) - Smoke detectors are in every room and pull stations are in breezeways.

EVACUATION, FIRE, AND FIRE DRILL PROCEDURES

Fire drills are required by Alabama law and all residents are required to participate if present. Evacuation is absolutely required in all instances. No residents may remain in the building. Procedures for evacuation are explained at the mandatory Housing and hall meetings held at the beginning of each semester.

Coyote Hall Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach. Keep in mind this exit may be located on either end of your hallway.
- Avoid going into areas that appear to be dangerous to your safety.
- Do not use the elevators as their safety could be compromised.
- Go to the grassy area between Coyote Hall and the Softball Field. Avoid going into streets or parking lots. If you have a guest (who is not a resident) visiting you, keep them with you. A roll/attendance is taken so please make sure you find the nearest Housing Staff member and be visible until you are accounted for.
- Stay in your designated area until you are told to return to the Residence Hall by a Coastal Alabama Community College Employee or an Emergency Responder.

Thompson Hall Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach. Keep in mind this exit may be located on either end of your hallway.
- Proceed to the back of the building near the parking lot/picnic tables' area. Avoid going into streets or parking lots. If you have a guest (who is not a resident) visiting you, keep them with you. A roll/attendance is taken so please make sure you find the nearest Housing Staff member and be visible until you are accounted for.
- Stay in your designated area until you are told to return to the Residence Hall by a Coastal Alabama Community College Employee or an Emergency Responder.

EVACUATION, FIRE, AND FIRE DRILL PROCEDURES

Lakeview Dormitory Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach.
- Isolate the fire by closing doors behind you as you evacuate the building. Feel doors to see if they are hot before opening them. Do not waste time collecting personal property.
- Notify other residents of the fire by using your voice and/or knocking on dormitory doors.
*Please note: This building is not equipped with a fire suppression system.
- Evacuate the building using the nearest stairwell if upstairs and the nearest gate if downstairs. If the nearest escape route is unsafe or blocked, use the second closest stairwell/gate.
- If smoke is present, crawl low where the air is fresher and cooler.

No one should re-enter the building after evacuation without fire department approval. Once safely outside, call 911 using a cell phone or other device. Provide 911 dispatcher with your name, address of the emergency, a phone number where you can be reached, and description of the emergency (e.g., fire in the common area, are there any people still inside the building, etc.). Give as much information as possible, be prepared to answer questions, and do not hang-up until told to do so by 911 dispatcher.

Meeting Place - All residents will meet outside directly across the street from the dormitory at the golf course. Keep a safe distance from the fire and avoid interfering with fire department operations. A head-count should be completed by residents and communicated to fire department personnel upon their arrival to the scene. Include information on the most likely place missing persons may be located.

POLICY ON FLAMMABLES

The following are **prohibited** in and around College-operated Residence Halls and discovery of such offenses will lead to disciplinary action:

- Weapons of any kind, firearms (including pellet guns, air rifles, or Airsoft-type guns), ammunition, any incendiary or any type of explosive device or material (including fireworks);
- Gambling in any form;
- Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
- Candles, incense or other flame-emitting articles;
- Possession of state, federal, local or miscellaneous signs illegally obtained;
- Pets;
- Open element electrical appliances (including coffee makers, toasters, air fryers, toaster ovens, hot-plates, grills of any type, electric skillets), space heaters, window fan/air conditioner unit, or generators;
- Commercial grade weight-lifting apparatus;
- Outdoor recreational equipment that impose any strain on a resident's room/suitemate(s) (NOT including bikes, small fishing equipment and etc.); Boats and other recreational modes of transport (i.e. ATVs) cannot be stored on campus.
- Splicing into or otherwise "tampering" with existing electrical wiring;
- Playing or practicing of musical instruments that intrudes of posted quiet hours; and/or
- Dart boards, darts or any type throwing knives;.

Fire safety and training is offered at the beginning of each semester by going over evacuation procedures, location of fire extinguishers and how to use them, along with the use of fire alarms during evacuation drills.

CRIME STATISTICS & PREVENTION

CAMPUS CRIME STATISTICS

Daily crime logs may be obtained at any of the police offices or campuses' main offices.

The following are statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College for the most recent three academic years. For the purposes of this report, the definitions expressed below shall apply. These definitions are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

1. Definitions:

- a. Murder (including non-negligent manslaughter) is the willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, accident, or justifiable homicide, attempted murder and assault to murder shall also be excluded, but will be classified as "aggravated assaults" as defined below.
- b. Rape is the carnal knowledge of a male or female forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.
- c. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- d. Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, trucks, buses, motorcycles, motorscooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.

REPORTING OF OFF-CAMPUS CRIMINAL INCIDENTS OCCURRING AT STUDENT FUNCTIONS

Statistics for the three most recent years by campus: Coastal Alabama Community College's Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

ARREST STATISTICS RELATING TO ALCOHOL, DRUGS, AND WEAPONS

1. Definitions: the arrest statistics stated in this section are subject to the following definitions:

- a. Arrest is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.
- b. A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
- c. A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
- d. Weapons Possession shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

2. Statistics on the arrests for liquor law, drug abuse, and weapons violations by campus are located in Appendix A of this document.

CRIME PREVENTION

The College will provide a program of education designed to instruct all members of the College community on how to better protect themselves and their property. Through campus publications, Orientation, and special presentations, students and employees will become aware of criminally induced dangers and appropriate responses to these dangers.

1. A videos on topics such as sexual assault and response to active shooter scenarios will be shown in the residence halls.
2. A Crime Awareness program is presented.
3. Through in-service workshop programs, employees are taught how to protect themselves and their students.
4. Group meetings and seminars are presented in the residence halls to alert students of security in the residence halls.
5. Guest speakers are invited to campus throughout the year.

IDENTIFICATION OF CAMPUS SECURITY AUTHORITY PERSONNEL

Who is Campus Safety Authority (CSA)? A campus safety authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including but not limited to police officers, athletic coaches, counselors, professional staff, and staff advisors in student clubs and organizations.

Who is not a campus safety authority (CSA)? A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

GET HELP - FIND LOCAL TREATMENT FACILITIES

National Council on Alcoholism and Drug Dependence
800-622-2255

Substance Abuse and Mental Health Services
Administration
1-866-662-HELP (4357)

SEX OFFENDER REGISTRIES

STATE OF ALABAMA SEX OFFENDER REGISTRY

<http://www.alea.gov/Home/wfContent.aspx?ID=70&PLH1=plhAlerts-SexOffenders>

BALDWIN COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/?AgencyID=53992>

CHOCTAW COUNTY SEX OFFENDER REGISTRY

<https://www.homefacts.com/offenders/Alabama/Choctaw-County.html>

CLARKE COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/index.php?AgencyID=54159>

CONECUH COUNTY SEX OFFENDER REGISTRY

<https://www.homefacts.com/offenders/Alabama/Conecuh-County.html>

ESCAMBIA COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/index.php?AgencyID=54173>

MARENGO COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/index.php?AgencyID=54192&disc=>

MOBILE COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/index.php?AgencyID=54195>

MONROE COUNTY SEX OFFENDER REGISTRY

<https://www.homefacts.com/offenders/Alabama/Monroe-County.html>

WILCOX COUNTY SEX OFFENDER REGISTRY

<http://www.icrimewatch.net/index.php?AgencyID=55289>

POLICE REPORT

DISCLOSURE OF COLLEGE POLICE STATISTICS

The information contained in this disclosure document is provided by Coastal Alabama Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Chief of Police or the President.

APPENDIX A

COLLEGE POLICIES & PROCEDURES

SECTION 01: INTRODUCTION AND GENERAL COLLEGE INFORMATION

01.06 Minors on Campus

SECTION 02: COMPLIANCE WITH FEDERAL AND STATE LAW

02.05 Drug Free College and Workplace

02.12 Harassment

02.16 Missing Persons

02.17 Nondiscrimination

02.20 Sexual Harassment, Sexual Misconduct, and Interpersonal Violence (Title IX)

02.23 Tobacco Free Environment

02.24 Violence Against Women Reauthorization Act (VAWA)

SECTION 03: COLLEGE COMMUNICATIONS

03.01 College Communications

SECTION 05: STUDENT SERVICES ENROLLMENT AND CONDUCT

05.06 Student Code of Conduct

05.07 Student - Athletics/Drug Education and Testing Student Athletes

05.08 Student - Formal Complaints

05.10 Residence Halls

SECTION 07: SAFETY HEALTH AND SECURITY

07.01 Behavioral Intervention Team (BIT)

07.02 Safety and Security

07.03 Disclosure of Campus Police Policies and Statistics

07.04 Crime Prevention for Students and Employees

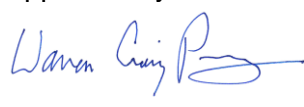
SECTION 09: FACILITIES

09.01 Availability of College Facilities

09.03 Parking on Campus

All policies attached in this Appendix are as of September 2023. All current policies can be found on the College's website at...

<https://www.coastalalabama.edu/human-resources/policies-and-procedures/>

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Minors on Campus			Approved by: 	
Insert:	01.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to provide educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus.

Our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors.

SCOPE:

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

DEFINITIONS:


Minor: For the purpose of this policy, children are generally defined as children under the age of sixteen (16). All minors under the age of sixteen (16) must be accompanied by an adult or guardian. Some enrolled students are under the age of sixteen (16).

DETAILS:

1. **Minors Not Enrolled as a Student:** No minor may be on any college campus unattended unless enrolled in a course. Any infractions may be referred to College Police for assistance or to the Human Resources Office (HR@coastalalabama.edu).
2. **Specific Campus Events:** The College hosts specific events, activities, etc. when employees are welcome to bring children to campus.
3. **Individual Instances:** When there is a circumstance where the employee must bring the child to work the employee shall inform their supervisor immediately to establish a time-limited accommodation.

PROCEDURE(S):


1. Exceptions for specific, individual employee instances are rare. If an employee needs to bring a minor to the workplace on a rare particular occasion, they must obtain approval in advance from the immediate supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Minors on Campus			Approved by: 
Insert:	01.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- a. The employee's need to bring the minor to campus is urgent, compelling, not recurring, and of short duration.
- b. The only alternative to bringing a minor to campus is the employee's absence from work.
- c. The College derives a clearly identifiable benefit from the employee being at work at the particular time (e.g., meeting a deadline).
- d. Arrangements for the safety and supervision of the minor are satisfactory to the manager or supervisor.
- e. The supervisor believes that distractions for the parent or custodian and distractions for other employees are minimal.
- f. If approval is granted for an exception, but the supervisor determines that one or more of the conditions listed above ceases to be the case, the employee will be directed to leave the workplace. Upon return to work, the employee must report the absence. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate supervisor will determine the appropriate accrual or leave to be used for the time off (e.g., annual leave, sick leave (if applicable), FMLA, etc.).

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to be in compliance with the provisions of the federal Public Law 100-690 of the Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, and the Alabama Community College System [Board Policy 613.01](#). Coastal Alabama Community College will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts and appropriate disciplinary action will be taken against employees and students for violations of such prohibitions:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama 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 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
2. Other types of misconduct for which appropriate disciplinary action may be taken include, but are not limited to, the commission of, or the attempt to commit, any of the following offenses 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 at any off-campus function or event in which the College is a participant: intoxication, or the display, possession, sale, distribution, or use of any alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant.

As a condition of employment, Coastal Alabama Community College employees will abide by the terms of this policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

SCOPE:

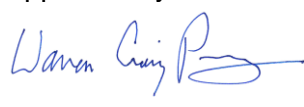
This policy applies to all employees and contractors during work hours and whenever an employee is on duty, on call conducting business or representing Coastal Alabama Community College, present on college property or in a college-owned vehicle, or participating in college-sponsored events.

Students must also comply with federal and state laws regulating smoking and/or use of tobacco or cannabis products, controlled substances and alcohol.

DEFINITIONS:

Controlled Substance(s): The term "controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812). Include and are not limited to:

- narcotics, such as propoxyphene, opium, heroin, morphine, and synthetic substitutes;

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- depressants, such as chloral hydrate, barbiturates, benzodiazepines, and methaqualone;
- stimulants, such as cocaine (and any derivatives) and amphetamines;
- hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, Ecstasy, and MDMA;
- cannabis, such as marijuana and hashish; and
- any chemical compound added to federal or state regulations and denoted as a controlled substance.

College Property: Any property owned or leased by Coastal Alabama Community College including buildings, land, or vehicles.

Criminal Drug Statute Conviction: When an employee is convicted of or pleads guilty to a drug statute under federal, state or local laws or regulations.

Medical Review Office (MRO): Physician officially designated by regulated agency with specific training in Department of Transportation drug and alcohol regulations and drug testing requirements.

Reasonable Suspicion Testing: Testing that is conducted after there is reasonable cause for suspicion of using or being under the influence of drugs or alcohol while at work.


Smoke or Smoking: The carrying, using, burning, inhaling, or exhaling of any kind of lighted pipe cigarette, cigar, weed, herb, hookah, water pipe, bong, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis (including medical cannabis). This includes the use of "e-cigarettes" or personal vaporizers.

DETAILS:

1. **Tobacco Free Campus:** Smoking and/or use of tobacco or cannabis products is prohibited on all premises and property of Coastal Alabama Community College, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles. The federal Drug-Free Schools and Communities Act Amendments of 1989 prohibits the use and possession of cannabis on College property.
2. **Substance Free Campus:** As a condition of employment, Coastal Alabama Community College requires that employees adhere to a strict policy regarding the use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, and unauthorized prescription drugs and alcohol.

The use, possession, distribution, manufacture or sale of any illegal drug, cannabis or its derivatives, controlled substance, unauthorized prescription drug, or alcoholic beverage on College property, in College-owned vehicles, while on duty or while participating in any College activity is prohibited.

3. **Drug- Free Awareness Program:** Coastal Alabama Community College has and shall maintain a drug-free awareness program to inform employees and students about:

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- Dangers of drug abuse in the workplace;
- Coastal Alabama Community College's policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation, and employee assistance program; and
- Penalties that may be imposed upon employees and students for drug abuse violations.

The College will provide a program of education designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in orientation and other special presentations will:

- Provide current, accurate information on health risks;
- Provide accurate information on symptoms of illegal drug/alcohol abuse;
- Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
- Provide information on treatment centers and community agencies for referral;
- Provide in-house counseling for those with alcohol/drug problems;
- Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
- Provide a clear explanation of Coastal Alabama Community College's policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

4. **Health Risks of Alcohol and Drug Abuse:** Following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.


- a. **Cannabis**

- Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

- b. **Cocaine**

- Includes cocaine in powder form and "crack" in crystalline or pellet form.
- Cocaine stimulates the central nervous system.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

c. Other Stimulants


- Includes amphetamines and methamphetamines (speed); phenmetrazine (Preludin); methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-State, etc.
- Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite.

In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

d. Depressants

- Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc.
- The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death.

The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Drug Free College and Workplace			Approved by: 	
Insert:	02.05	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

e. Narcotics

- Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
- Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.


f. Hallucinogens

- Includes phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline, peyote, and psilocybin.
 - Phencyclidine ("PCP"), interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check.

Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid ("LSD"), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

g. Inhalants

- Includes such substances as nitrous oxide ("laughing gas"), amyl nitrite, butyl nitrite, chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite.

Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

h. Designer Drugs


- Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phencyclidine.
- Illegal drugs are defined in terms of their chemical formulas.

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucination, and impaired perception.

i. Alcohol

- Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
- Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is a “psychoactive”, or mind-altering, drug as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys, high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Drug Free College and Workplace			Approved by: 	
Insert:	02.05	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

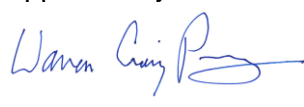
PROCEDURE(S):

Coastal Alabama Community College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. The procedures below are intended to provide employees with information regarding Coastal Alabama's Smoke-Free/Tobacco-Free Campus and Substance-Free Awareness Program.

1. Prohibited Behavior:

- a. It is a violation of the College's Smoke-Free/Tobacco-Free Policy to smoking and/or use tobacco products on all premises and property of the College, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles.
- b. It is a violation of the College's Drug Free Schools and Communities Act Policy for an employee to use, possess, distribute, manufacture, or sell any illegal drug, cannabis or its derivatives, controlled substance, unauthorized prescription drug, or alcoholic beverage on the premises of any college building or facility, in college-owned vehicles, or in any other location while the employee is on duty, on call, or otherwise participating in college activities.
- c. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use available leave, request change of duty or to notify supervisor) to avoid unsafe workplace practices.
- d. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation to misuse and/or abuse prescription medications while at work. Appropriate disciplinary action and drug/alcohol testing will be undertaken if job performance is impacted and/or at work safety accidents occur because of this misuse.

2. **Confidentiality:** All related information received by the College will be treated as confidential information. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.


COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Drug Free College and Workplace			Approved by: 	
Insert:	02.05	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

3. Notification of Convictions:

- a. Any employee who is convicted of a criminal drug violation must notify their supervisor within five (5) calendar days of the conviction. The employee's supervisor will notify the Human Resources Office. By law, the College must then provide written notice within 10 calendar days to the appropriate person or office in the Federal agency from which the College receives a contract or grant. The notice must include the convicted employee's position title and grant or contract identification number. The College must notify the appropriate Federal contact regardless of how the College was informed of the employee's conviction (i.e., by the employee, a co-worker, the newspaper, etc.).
- b. Persons who are convicted of drug related crimes arising at the workplace may be terminated and may be reinstated, at the College's sole discretion, only after satisfactory completion of a drug abuse assistance or rehabilitation program acceptable to the College.

4. Drug Testing:

- a. To ensure the accuracy and fairness of the College's testing program, all testing will be conducted by an independent third-party according to Department of Health and Human Services/Substances Abuse and Mental Health Services (DHHS/SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.
- b. Each employee, as a condition of employment, will be required to participate in the following testing program, as applicable:
 - 1) Post-Accident Testing: Employees will be required to take a drug and/or alcohol test after having been involved in, or after causing, an accident or incident, which caused or could have caused personal injury or damage to College equipment or property. Drug and alcohol testing by use of blood will only be used for post-accident/incident testing when the employee is unable to provide a normal urine drug test and/or breath screen.
 - 2) Reasonable Suspicion/Cause Testing: Employees will be subject to a drug and/or alcohol test based on the reasonable and articulated belief that an employee is using or has recently used drugs, alcohol or substances while on College property, in a College-owned vehicle, while participating in College activities, or while on duty. A decision to test will be based on specific physical, behavioral, and/or performance indicators as documented by a supervisor who has received training in the detection of possible symptoms of drug and alcohol use. Supervisors should

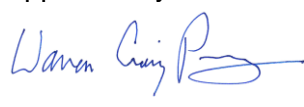
COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Drug Free College and Workplace			Approved by: 
Insert:	02.05	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

contact Human Resources to discuss the concern. Human Resources will assist the employee in scheduling the employee's appointment with the testing center.

- 3) Return to Work Testing: Employees will be required to successfully pass a drug and alcohol test upon release from an approved drug abuse assistance or rehabilitation program and prior to returning to work.
- 4) Commercial Driver's License (CDL) License Testing: Employees holding a Commercial Driver's License (CDL) must adhere to drug free testing as dictated by federal and/or state licensing procedures.

5. Violation of Policy:

- a. Employees are encouraged to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates College Policy or this Procedure, the consequences are considered serious misconduct and may result in disciplinary action up to and including termination of employment.
 - b. In the case of applicants, if the applicant violates the drug-free workplace policy, the offer of employment can be rescinded. The applicant may reapply after one (1) year.
 - c. If an employee fails to pass a reasonable suspicion authorized drug test, they will be subject to disciplinary action. In such cases, the employee must sign and abide by the terms set forth in a Drug Free Workplace Return to Work Agreement Form as a condition of continued employment. An employee who enters a drug abuse assistance or rehabilitation program and who is unsuccessful in completing the program will be terminated from employment. Nothing in this Procedure prohibits the employee from being disciplined or discharged for violations of other College policies or procedures and/or as a result of other performance problems. Refer to the Employee Discipline section of the Policies and Procedures Manual for additional information.
 - d. Any employee who tests positive will be immediately removed from duty.
 - e. An employee will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test.
6. **Searches:** Entering Coastal Alabama Community College property constitutes consent to searches and inspections. An individual who is suspected of using, possessing, distributing, manufacturing or selling a prohibited substance while on college property, in a college-owned vehicle or while participating in college activities may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, and workstations.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Drug Free College and Workplace			Approved by: 	
Insert:	02.05	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

7. Shared Responsibility:


- a. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and administration have important roles to play.
- b. If an employee is impaired due to on or off duty use of drugs or alcohol, they are not to report to work. If the employee is at work, the employee is to be relieved of their work duties and provided with safe transportation home.
- c. In addition, employees are encouraged to:
 - Be concerned about working in a safe environment;
 - Support fellow workers in seeking help;
 - Seek treatment;
 - Report dangerous behavior to their supervisor.
- d. It is the Supervisor's responsibility to:
 - Inform employees of the Drug Free Schools and Communities Act;
 - Observe employee performance;
 - Investigate reports of dangerous practices;
 - Document negative changes and problems in performance;
 - Counsel employees as to expected performance improvement;
 - Clearly state consequences of policy violations.

8. **Communicating Drug-Free Workplace Policy:** Communicating the drug-free workplace policy to both supervisors and employees is critical. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- a. The policy will be reviewed in orientation sessions with new employees.
- b. Every supervisor will receive training to help them recognize and manage employees with alcohol and other drug problems.

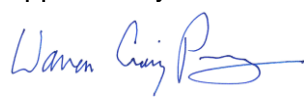
9. **Communicating Smoke Free/Tobacco Free Campus Policy:** No Smoking signs and additional signage educating students, employees and guests on the Tobacco-Free Policy will be clearly and conspicuously posted on each campus.

10. **Education:** Coastal Alabama will provide ongoing educational programs to educate employees about the dangers of drug abuse as well as the College's policy on Drug Free Awareness. Educational program may include educational seminars, brochures and/or posters, video materials, and online learning.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Drug Free College and Workplace</u>			Approved by: 	
Insert:	02.05	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

Additional Provisions/Information

Drug-Free Workplace Act of 1988; as amended 1994
 Controlled Substances Act (21 U.S.C. § 811)
 Drug-Free Schools and Communities Act (20 U.S.C. § 1145g)
 Part 86 of the Drug and Alcohol Prevention Regulations (34 C.F.R. Part 86)

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Harassment			Approved by: 	
Insert:	02.12	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to unlawful harassment as well as the Alabama Community College System (ACCS) [Board Policy 601.04](#).

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment in any form. Employees and students shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. 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. Any practice or behavior that constitutes harassment shall not be tolerated.

SCOPE:

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

Harassment of students or employees by non-employees is also a violation of this policy.

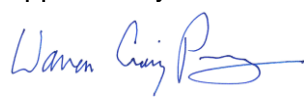
DEFINITIONS:

Harassment: Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;
- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

DETAILS:

1. **Violation of this Policy:** Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
2. **Reporting Harassment:** This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the appropriate official at the institution within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to appropriate official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Harassment			Approved by: 	
Insert:	02.12	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

3. **Policy Distribution:** This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy.
4. **Educational Program:** A system-wide educational program shall be utilized to assist all members of the community to understand, prevent, and combat harassment. Coastal Alabama Community College is required to provide annual training related to harassment, including sexual harassment.
5. **Sexual Harassment:** Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#) for additional information.

PROCEDURE(S):

Student Complaints of Harassment Procedures


1. Refer to <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/submit-a-student-complaint-process> for additional information.

Employee Complaints of Harassment Procedures

1. Refer to the [Employee Complaints and Grievances Policy](#).

ADDITIONAL PROVISIONS/INFORMATION:

Refer to the [Age Act Discrimination Policy](#).
Refer to the [Americans with Disabilities Act \(ADA\) Policy](#).
Refer to the [Equal Educational and Employment Opportunities Policy](#).
Refer to the [Working Conditions Policy](#) (Employee Discipline Section).
Refer to the [Family Educational Rights and Privacy \(FERPA\) – Buckley Amendment Policy](#).
Refer to the [Nondiscrimination Policy](#).
Refer to the [Rehabilitation Act Policy](#).
Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
Refer to the [Student Code of Conduct Policy](#).
Refer to the [Students First Act Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Missing Persons			Approved by: 	
Insert:	02.16	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with the [Higher Education Opportunity Act of 2008](#) by establishing procedures for the College's response to reports of missing residential students.

SCOPE:

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

DEFINITIONS:

Missing Person: For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a "missing person" if the person's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student's welfare.


DETAILS:

1. Coastal Alabama Community College Police Department will actively investigate any report of a missing person(s) as defined.
2. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

PROCEDURE(S):

Procedures for Designation of Emergency Contact Information

1. **Residential students age 18 and above and emancipated minors:** Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
2. **Residential students under age 18:** Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. A student's emergency contact can be

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Missing Persons			Approved by: 
Insert:	02.16	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		


updated in the Registrar's Office or via the student's online self-service portal at any time during attendance.

Official Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.
2. Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
3. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
4. No later than 24 hours after determining that a residential student is missing, the Dean of Enrollment Management, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Coastal Alabama Community College Police immediately.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Nondiscrimination</u>			Approved by: 
Insert:	02.17	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state discrimination laws as well as the Alabama Community College System (ACCS) [Board Policy 601.02](#).

“No student shall be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law.”

Further, no employee or applicant for employment or promotion, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

SCOPE:


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

DEFINITIONS:

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or other protected class. Harassment as to employees becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment as to students becomes unlawful where it interferes with the access or participation in the educational process and programs at the College. Harassment, whether verbal, physical or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual's academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

Examples of harassment may include, but are not limited to:


- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on their protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Nondiscrimination</u>			Approved by: 
Insert:	02.17	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

Hostile Environment: A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Merely offensive speech of a generic nature and not on the basis of a protected status does not rise to the level of unlawful harassment. Harassment can include verbal or non-verbal behavior that demeans or stereotypes individuals in a harmful way. While the College is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this Policy are neither legally protected expression nor the proper exercise of academic freedom.

DETAILS:

1. **Violation of this Policy:** Any student, employee, guest, or visitor who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any student or employee on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.
2. **Disability Discrimination:** The College is committed to full compliance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Refer to the [Americans with Disabilities Act \(ADA\) Policy](#) for additional information.
3. **Sexual Harassment:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#) for additional information.
4. **Reporting Discrimination:** The College encourages any individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, religion, marital status, disability, sex, age, or any other protected class to report the discrimination or harassment to the appropriate College official and submit a written complaint. Refer to the Reporting Discrimination Incidents procedures below.
5. **Confidentiality:** All reports will be handled with discretion, care and sensitivity and the College will make every effort to respect requests for confidentiality, but the College's ability to investigate and take appropriate action may be limited if individuals do not provide identifying information or request confidentiality. In addition, there may be circumstances when the College determines that it must investigate a particular matter to help protect the learning and working environment at the College despite a request for confidentiality.
6. **Retaliation:** It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under these policies or have filed a report, assisted, or participated in any manner in an investigation or proceeding under these policies. This includes action taken against a bystander who intervened to stop or attempt to stop a bias related incident. Retaliation may take many forms, and may

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Nondiscrimination</u>			Approved by: 
Insert:	02.17	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. The College will take immediate and responsive action upon receiving any report of retaliation and may pursue disciplinary action as appropriate.

7. **Records Maintenance:** The College will maintain documentation and records regarding alleged reported incidents and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information about victims of bias incidents. If a student, instructor, or staff member has been found responsible for a discrimination incident, this finding remains a part of that student's or employee's conduct record.

PROCEDURE(S):


1. Reporting Discrimination Incidents:

- a. **Students or Members of the College Community Reporting Discrimination:** Students or other members of the college community who feel they have witnessed or been subjected to a discrimination incident are highly encouraged to report the incident as soon as possible.
- b. **Employee Duty to Report Information on Discrimination:** In order to enable the College to respond effectively and to address violations of its Policy all College employees must, within 24 hours of receiving the information, report information they have about alleged or possible discrimination and harassment, including sex discrimination, sexual harassment, sexual misconduct, interpersonal violence or stalking, to the appropriate College official. Based on the alleged Policy violation, the College official reference in the table above will evaluate the information received and determine what further actions should be taken.

College officials receiving reports alleging acts of discrimination or harassment based will refer those reports to the appropriate individual listed in the table above. Any questions or comments concerning the Policy addressing discrimination or harassment on the basis of other categories listed above should be directed to the appropriate College official listed above.

When reporting the incident:

- Please provide a detailed account of the incident including date, time, and location.
- Do not remove or tamper with physical evidence. Contact the College Police Department to document and collect physical evidence.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Nondiscrimination</u>			Approved by: 
Insert:	02.17	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
- Identify the accused if known or provide a detailed description of the individual(s) involved.
- List all witnesses including their names and contact information.
- Include other pertinent information that may assist the College in responding to the incident.
- If the incident was in the form of graffiti, vandalism, or public postings, office of the College Police Department will document it for evidence.
- If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.
- If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID. It is recommended that a report be completed as soon as possible after the incident and that the reporting party keep a written record of the above details.


c. **Reporting Disability Discrimination Complaints:** Refer to the [Americans with Disabilities Act \(ADA\) Policy](#) for additional information.

d. **Reporting Incidents of For reports or complaints alleging acts of Sexual Harassment, Sexual Misconduct, Sexual Assault, Interpersonal Violence and Stalking:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#) for additional information.

2. **Investigation and Response:** Depending on the nature of the alleged Policy violation and whether the parties involved are instructors, staff, students, contractors, visitors, or guests, the individuals who will be responsible for addressing and resolving discrimination incidents may vary. In all cases, the Procedures include the basic elements outlined below for resolution of allegations of discrimination.

- Initial assessment by the appropriate College official.
- Interim measures and remedies where appropriate.
- Consideration of voluntary resolution, where appropriate.
- Investigation and resolution if voluntary resolution is not appropriate.
- Sanctioning by the appropriate College official.
- Recourse to the appropriate appeal process.
- Protection from retaliation.


3. **Disciplinary Actions or Sanctions:** Employee discipline and/or student sanctions may be recommended as appropriate. Student sanctions may be referred to the Dean of Student Services for determination and action. Employee discipline may be referred to the Human Resources Office for determination and action. Complaints against an employee may result in disciplinary action. Refer to the [Working Conditions Policy](#) (Employee Discipline Section) for additional information. Complaints against students may result in

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Nondiscrimination</u>			Approved by: 
Insert:	02.17	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

sanctions up to and including expulsion in accordance with the Coastal Alabama Community College [Student Code of Conduct Policy](#). In the event of policy violations, a number of factors will be considered in determining appropriate discipline or remedial action, including the nature of the violation, the severity and pervasiveness of the conduct. Nothing in this procedure limits or delays the College's right to take appropriate disciplinary actions, up to and including termination, when an employee's behavior warrants the action.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to the [Age Act Discrimination Policy](#).
Refer to the [Americans with Disabilities Act \(ADA\) Policy](#).
Refer to the [Equal Educational and Employment Opportunities Policy](#).
Refer to the [Working Conditions Policy](#) (Employee Discipline Section).
Refer to the [Family Educational Rights and Privacy \(FERPA\) – Buckley Amendment Policy](#).
Refer to the [Harassment Policy](#).
Refer to the [Rehabilitation Act Policy](#).
Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
Refer to the [Student Code of Conduct Policy](#).
Refer to the [Students First Act Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Sexual Harassment, Sexual Misconduct, and Interpersonal Violence (Title IX)</u>			Approved by: 	
Insert:	02.20	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to unlawful harassment as well as the Alabama Community College System (ACCS) [Board Policy 620.03](#) and [Chancellor's Procedures 620.03](#).

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual exploitation, sexual assault, stalking, intimate partner violence, cyber misconduct, or any other sexually related unwanted behaviors.

SCOPE:

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

DEFINITIONS:

Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

DETAILS:


1. Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

PROCEDURE(S):

1. Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Tobacco Free Environment			Approved by: 
Insert:	02.23	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College comply with Alabama Community College System (ACCS) [Board Policy 514.01](#).

Refer to <https://www.alabamapublichealth.gov/tpts/assets/coastalalabamacommunitycollege.pdf> for additional information.

SCOPE:

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

DEFINITIONS:

Tobacco Products: For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

DETAILS:


1. **Tobacco Products Prohibited:** The use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including College-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:
 - All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
 - Within any college-owned vehicles;
 - All indoor and outdoor athletic venues and facilities.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times.

2. **Violations of Policy:** Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any Coastal Alabama Community College student found to have violated this policy shall be subject to the following fines:

- First student ticket – Warning

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Tobacco Free Environment			Approved by: 	
Insert:	02.23	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

- Second student ticket - \$25.00

3. **Student Hold for Non-Payment of Fine:** A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full.

PROCEDURE(S):

Employee Complaint Procedures

1. Refer to the [Employee Complaints and Grievances Policy](#).

Student Complaint Procedures

1. Refer to the [Student – Formal Complaints Policy](#).

Appeals Procedures

1. **Appeals:** Any student or employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.


ADDITIONAL PROVISIONS/INFORMATION:

Refer to the [Employee Complaints and Grievances Policy](#).

Refer to the [Student – Formal Complaints Policy](#).

Refer to [Working Conditions Policy](#) (Employee Discipline Section).

Refer to [Student Code of Conduct Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	<u>Violence Against Women Reauthorization Act (VAWA)</u>			Approved by: 
Insert:	02.24	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment, or other misconduct.

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements.

SCOPE:

Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

DEFINITIONS:

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person: A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, and (iii) The frequency of interaction between the persons involved in the relationship.


Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: A) Fear for his or her safety or the safety of others; or B) Suffer substantial emotional distress.

DETAILS:

1. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

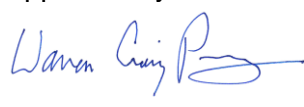
PROCEDURE(S):

1. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Violence Against Women Reauthorization Act (VAWA)</u>			Approved by: 	
Insert:	02.24	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to maintain a Student Code of Conduct.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:

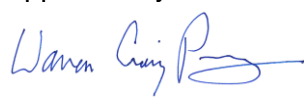
Academic Dishonesty: Academic dishonest includes but is not limited to:

- Cheating: The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- Plagiarism: Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas;
- Fabrication: Presenting as genuine, falsified data, citations, or quotations;
- Abetting: Helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as their own;
- Misrepresentation: Falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

DETAILS:

05.06.01 **Student Bill of Rights:** The College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Student Code of Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student who's on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All conduct of students is subject to college jurisdiction, regardless of where the conduct occurs. The College will strive to protect students' individual freedoms and rights as listed below:

- Freedom of speech and expression;
- Freedom of assembly;
- Freedom of inquiry;
- Freedom from all acts of violence;
- Freedom from interference with the learning experience/ educational environment;
- Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

- Freedom from destruction or theft of personal property;
- Right to substantive and procedural due process in all college disciplinary proceedings;
- Right to petition for redress of grievances;
- Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
- Right to equitable and fair governance.

05.06.02 **Jurisdiction:** The College Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for their conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).


The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Services Office shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis.

A student must disclose to the Dean of Student Services Office any arrests or convictions for a criminal offense—excluding minor traffic violations that do not result in an arrest or injury to others—that occurs after the student is first admitted to the College. This disclosure obligation applies to all arrests and convictions that occur inside or outside the State of Alabama at any time, regardless of whether the College is in session at the time. Such disclosures must be made within seven (7) calendar days of the arrest or conviction, whichever occurs first. If the arrest or conviction involves a juvenile proceeding, the Student has been granted youthful offender status, or the conviction has been sealed, expunged, or overturned, the Student is not required to disclose the arrest or conviction.

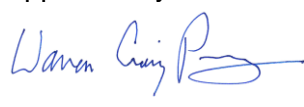
Failure to comply with this disclosure obligation without a valid legal basis for doing so shall be deemed a violation of the Student Code Conduct.

05.06.03 **Rights and Responsibilities During the Student Code of Conduct Proceedings:**

1. **Responding Student Rights:** Students responding to student complaints are afforded the following rights in Student Conduct proceedings:
 - a. To be informed in writing of the alleged violation(s) and alleged misconduct.

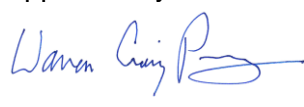
COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Student Code of Conduct			Approved by: 
Insert:	05.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- b. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
 - c. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
 - d. To request reasonable accommodations through ADA to participate in these proceedings.
 - e. To have a reasonable length of time to prepare a response.
 - f. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
 - g. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
 - h. To ensure privacy to the extent possible.
 - i. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
 - j. To appeal a decision based on approved grounds.
2. **Complainant Student Rights:** Students submitting student complaints are afforded the following rights in Student Conduct proceedings:
- a. To be informed in writing of the violation(s) and alleged misconduct.
 - b. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
 - c. To request reasonable accommodations through ADA to participate in these proceedings.
 - d. To have a reasonable length of time to prepare a response.
 - e. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
 - f. To ensure privacy to the extent possible.
 - g. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.


COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

h. To appeal a decision based on approved grounds


- 05.06.04 **Violation of Law and College Conduct:** Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
- 05.06.05 **Academic Grievances:** Academic grievances include, but are not limited to, such conduct as alleged academic dishonesty, grade disputes, unfair grading, and instructor disputes. Refer to the [Instruction Academic Policy](#) (General Operations – Instructional Affairs Section).
- 05.06.06 **Sexual Harassment, Sexual Misconduct, and Interpersonal Violence (Title IX):** Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
- 05.06.07 **Waiver of Due Process Hearing:** If a student(s) accepts responsibility of an offense that warrants disciplinary action by the Dean of Student Services Office and wishes to do so, that student(s) may waive the right to a hearing and accept the decision of the Dean of Student Services Office. Once the student(s) selects to waive their right to a due process hearing and an administrative decision is made, that decision is final with no appeal.
- Accepting Responsibility
 - Disposed by Mutual Consent
- 05.06.08 **Conduct Violations:**
1. **Category 1:** Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions:
 - a. Conduct which impedes orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment.
 - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.
 - c. Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.
 - d. Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Student Code of Conduct			Approved by: 
Insert:	05.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- e. Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.
 - f. Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.
 - g. Participation in any form of gambling.
 - h. Violation of policies in the [Residence Halls Policy](#) or [Residence Hall Handbook](#).
2. **Category 2:** Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions:
- a. Habitual (two or more incidents) or egregious Category I violations.
 - b. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty as outlined in the [Instruction Academic Policy](#).
 - Furnishing false information to any college official, faculty member, or office.
 - Forgery, alteration, or misuse of any college document, record, or instrument of identification.
 - Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.
 - c. Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.
 - d. Sexual Misconduct, which includes, but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying, cyber-bullying, aiding or facilitating the commission of a violation, and retaliation. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
 - e. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property, on or off campus.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Student Code of Conduct			Approved by: 
Insert:	05.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

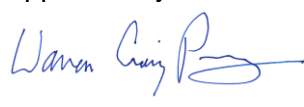
- f. Hazing and/or bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.
- g. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.
- h. Making, transmitting or promotion of any print or electronic communication which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.
- i. Violation of any federal, state or local law.
- j. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled. Refer to the [Drug Free College and Workplace Policy](#).
- k. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Refer to the [Safety and Security Policy](#) (Firearms Section).
- l. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.
- m. Arson or other intentional setting of fires or misuse of alarms or equipment.
- n. Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before Dean of Student Services Office.
 - Disruption or interference with the orderly conduct of a Student Conduct or Student Judiciary proceeding.
 - Institution of a Student Conduct proceeding in bad faith.
 - Attempting to discourage an individual's proper participating in, or use of, the student conduct system.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

- Attempting to influence the impartiality of a member of the Dean of Student Services Office prior to, and/or the Student Conduct or Student Judiciary proceeding.
- Harassment (verbal or physical) and/or intimidation of a member the Dean of Student Services Office prior to, during, and/or after a Student Conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

05.06.09 **Interim Sanctions (IS), No Contact Order (NCO), and No Contact Agreement (NCA):** Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption to the academic process may be immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by College Police and the Dean of Student Services Office will conduct an expedited hearing. Any student who is removed from campus must contact campus police College Police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.


1. **Interim Sanction (IS)** is a directive from the Dean of Student Services Office removing a student from campus in advance of a preliminary hearing conference.
2. **No Contact Agreement (NCA)** is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
3. **No Contact Order (NCO)** is a directive from the Dean of Student Services Office indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
 - No Contact Orders issued after a finding of responsibility are most often binding only on the responding party. However, in limited circumstances, they may be mutual.
 - A No Contact Order is an official College notice from the Dean of Student Services Office restricting two Coastal Alabama Community College students from initiating contact with each other.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Student Code of Conduct			Approved by: 
Insert:	05.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.
- A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.

05.06.10 Sanctions:

1. **Sanctions for Category 1 Violations:** One or any combination of sanctions, as appropriate:
 - a. **Administrative Letter of Reprimand:** A written letter from the Dean of Student Services Office. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
 - b. **Probation:** A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions.
 - c. **Restitution:** Repayment for theft or damage.
 - d. **Fines:** Monetary payments for violations.
 - e. **Discretionary Sanctions:** Seminars or mentoring, research project or service to the College.
 - f. **Building/Facility Suspension:** Suspension from a building or space on campus.
 - g. **Contact parents:** FERPA permits a college to notify parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
2. **Sanctions for Category 2 Violations:** Any combination of sanctions for Category 1 Violations, including:
 - a. **Class Suspension:** Class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Student Code of Conduct			Approved by: 
Insert:	05.06	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in (certain activity)
- Subject to random drug screenings
- Restricted from certain campus areas or buildings

b. **Dismissal:** A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

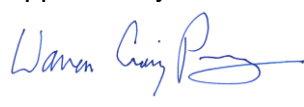
3. **Determining Sanctions:** Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent
- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

PROCEDURE(S):

Academic Dishonesty Grievance Procedures (Prior to Final Exams)

1. The student is to discuss the complaint with their instructor. Students should attempt to resolve complaints prior to start of final exams in the semester for which the complaint has occurred. The instructor is to provide a written response to the student with a decision regarding the complaint within five (5) business days.
2. If the student does not agree with the resolution, the student may submit the complaint and results of the instructor's resolution to the appropriate Division Chair. Division Chair contact information is listed in the course syllabus. The Division Chair is to respond to the complaint within five (5) business days.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

- If the student is not satisfied with the response of the Division Chair, the student will email Instructional Services within five (5) business days indicating their desire to submit an Academic Dishonesty Grievance (Instructionalservices@coastalalabama.edu).

Instructional Services will provide a copy of the Academic Dishonesty Grievance Form in which the student should complete and return via email to Instructional Services. The completed form will be forwarded to the appropriate Instructional Director. The Director will convene with all College Instructional Directors to review the grievance and submit findings to the appropriate Instructional Officer for a written decision within 5 business days.

- Disciplinary actions for academic dishonesty range from:
 - a grade of "F" or a "0" for the respective assignment or test;
 - an "F" (failure) for the respective course;
 - resubmission of an assignment or retaking a test;
 - a reprimand in writing with clear consequences for subsequent incidents;
 - impose other similar sanctions designed to preserve academic integrity.

The student must be given written notice by the course instructor addressing the academic misconduct before disciplinary action can be applied. The student is to be given the opportunity to prove they did not perform the act of academic dishonesty prior to imposing disciplinary sanctions.

If the instructor feels the College's Student Code of Conduct has been breached, the misconduct may be referred to the Dean of Student Services Office for disciplinary review. Only the Dean of Student Services Office may suspend or expel a student.


Academic Complaint and Grade Appeals Procedures (After Final Exams)

- Refer to the [Instruction Academic Policy](#) for Grade and Readmission appeals.

Student Conduct Procedures

Any student whose presence poses a threat of danger to persons or property or a threat of disruption to the academic process may be immediately removed from campus by the Dean of Student Services Office or College Police. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police. Any student who is removed from campus, must contact College Police before returning to campus for hearing.

- Complaint is filed with the Dean of Student Services Office (Online Form):** A complaint can be submitted by any member of the campus community. This can include

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

student, faculty, staff, campus police, or visitor. Complete a [Student Code of Conduct Violation-Incident Report](#).

2. **Investigate:** After receiving a complaint, a member of the Dean of Student Services Office will begin an investigation. The Dean of Student Services Office will schedule a preliminary conference with the respondent to determine if a violation has occurred. If it is determined that a violation has occurred and there is evidence to proceed, case will move to a *Preliminary Hearing Conference*, if not case will remain open as an *Unverified Report*. Both the complainant and the respondent have access to the file.
3. **Preliminary Hearing Conference vs. Administrative Formal Hearing:** After the investigation is complete, the respondent will be notified in writing via student email of the time and date of their preliminary hearing. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student.


a. **Two Resolution Options:** Administrative Decision or Administrative Formal Hearing:

- 1) Administrative Decision **Accepting Responsibility** or disposed by the mutual consent of all parties involved.

Student(s) accept(s) responsibility for violating the Student Code of Conduct. Dean of Student Services Office will keep the case and determine appropriate sanctions with no opportunity for appeal. Student will receive written notification of the outcome of the hearing.

- 2) Administrative Formal Hearing **Not Accepting Responsibility**
If the student(s) do not accept responsibility and the matter cannot be disposed of by mutual consent, an Administrative Formal Hearing will be scheduled. The initial hearing officer assigned by the Dean of Student Services Office who investigated the case will step aside and a new hearing officer will be assigned to decide the case and appropriate sanctions. Student will receive written notification of the outcome of the hearing.

After the Preliminary Hearing Conference is complete, the respondent will be notified in writing via student email of the time and date of their administrative formal hearing. The student is encouraged to submit evidence and/or witness statements on their behalf to the Dean of Student Services Office. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student. The student will receive written notification of the outcome of the hearing and steps for appeal. When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Student Code of Conduct			Approved by: 	
Insert:	05.06	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

Student Conduct Appeal Procedures

1. The Student Code of Conduct provides students the right to appeal the decision of the Administrative Formal Hearing. However, the Code provides specific grounds upon which students can appeal:
 - Procedural error.
 - Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
 - Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.


2. **Student Conduct Appeals:** The Student Code of Conduct provides students the right to an appeal. If an appeal is granted, the case will be heard and decided by the Dean of Student Service or Designee.

This decision is final. Notification of outcome must be provided to both the complainant and respondent.

4. **Exit/Entrance and Continuing Counseling:** After the final decision has been made, the student(s) should meet with an Academic Advisor to discuss future academic plans, additional services and community referrals (as needed). This applies to both the complainant and respondent.
5. **Sanctions:** After the final decision has been made, sanctions may be issued to a student. Refer to the Conduct Violations, Interim Sanctions, and Sanctions sections above for additional information.

ADDITIONAL PROVISIONS/INFORMATION:

Some academic programs (for example, Nursing) may require additional or more stringent Student Code of Conduct requirements. Refer to the applicable Program Handbook for additional information.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>			Approved by: 	
Insert:	05.07	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with athletic policies of the [Alabama Community College Conference \(ACCC\)](#) and the [National Junior College Athletic Association \(NJCAA\)](#).

Further, the following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished.


The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

1. Protect the health, safety, and welfare of our student-athletes;
2. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

SCOPE:

This policy applies to all Coastal Alabama Community College student athletes.


COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Athletics / Drug Education and Testing Student Athletes			Approved by: 	
Insert:	05.07	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. **Prevention and Education:** Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:
 - a. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;
 - b. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
 - c. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
 - d. Conduct a drug and alcohol education program for student-athletes at least twice a year; and
 - e. Provide student-athletes and potential student-athletes with resources that will enhance their education of drug and alcohol use and abuse, such as:
 - 1) NCAA website - www.ncaa.org/health-safety; or the
 - 2) Dietary Supplement Resource Exchange Center website - www.drugfreesport.com
 - f. These educational programs will be designed to:
 - 1) Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
 - 2) Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
 - 3) Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
 - 4) Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Athletics / Drug Education and Testing Student Athletes			Approved by: 
Insert:	05.07	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		


- 5) Identify rehabilitation programs as well as referral centers; and
- 6) Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.
- g. Failure by a student-athlete to attend these educational sessions shall be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.

2. Testing to Provide a Timely Diagnosis:

- a. **Consent to Participate:** As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.
- b. **Parent / Guardian Consent:** Student-athletes that are under the age of majority in Alabama (19) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.


3. Prohibited Drugs / Substances:

- a. The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.
- b. Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student- athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.
- c. The ACCC Drug Education and Testing Policy testing component shall consist of two (2) types of drug testing.
- d. Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	


4. Unannounced Random Testing Procedures:

- a. All student-athletes who have signed the ACCC drug testing consent form are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab.
 - b. Random individual and/or random team testing will be done at least twice a semester (fall and spring). **FOR 2022-23 – Fall (first test deadline of September 30; second test deadline November 30) – Spring (first test deadline February 28; second test deadline April 21) NOTE: Second test may not occur before first deadline date.** Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection. Each institution shall be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.
 - c. The unannounced random drug testing will be conducted on a zero to 24-hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.
5. **Follow-Up Testing:** A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.
 6. **Notification and Reporting for Collections:** The student-athlete will be notified of and scheduled for testing by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student-athletes shall provide picture identification when entering the drug testing station.
 7. **Specimen Collection:** All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found in the Procedures section.
 - a. Any attempt to circumvent or tamper with the drug testing collection process will result

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three-hour time frame.


- b. An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.
 - c. All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document.
 - d. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student- athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.
 - e. Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner.
 - f. Individual records shall not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete.
8. **Medical Review of Positive Test Results:** All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:
- a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
 - b. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student-athlete an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO shall contact the designated representative who shall have the student-athlete contact the MRO as soon as possible.
9. **Sanctions:** A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Athletics / Drug Education and Testing Student Athletes		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy. These rules, when applied, shall be recognized and supported. However, at no time, shall a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

a. First Offense:

- 1) The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
- 2) The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
- 3) The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
- 4) The student-athlete will be suspended from 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
- 5) The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
- 6) The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after an alcohol/drug assessment course has been completed.
- 7) A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.
- 8) Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Athletics / Drug Education and Testing Student Athletes		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

b. **Second Offense:**


- 1) The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
- 2) The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
- 3) The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
- 4) The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

10. **Prohibition from Enrolling at Other Member College:** Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

11. **Medical Exceptions:** The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

Student-athletes who test positive for a banned substance by the laboratory retained by the College may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the College to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Athletics / Drug Education and Testing Student Athletes			Approved by: 	
Insert:	05.07	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

12. **Alcohol Possession / Use and Drug Possession Policy:** Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, possession or use of illegal drugs is a violation of state law. As such, a student-athlete who is caught on or off campus with any type of alcohol or in possession of drugs/drug paraphernalia will be suspended for 10% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

Any student-athlete receiving a DUI/OWI shall be suspended for 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

13. **Enforcement of ACCC Drug Education and Testing Policy:** The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

- a. **Notification of Confirmed Positive Drug Test Results:** The ACCC must be notified of all confirmed positive drug test results within 24 hours of member colleges being notified of such results. Member colleges failing to notify the ACCC of confirmed positive drug tests will be fined:


First Occurrence: \$750
Second Occurrence: \$1,500
Third Occurrence: \$3,000
Fourth Occurrence: \$4,500

- b. **Enforcement by ACCC Officials:** Upon receiving drug test results from each **REQUIRED** test period, **ALL** member colleges are **REQUIRED** to forward **ALL** results, including names, to the ACCC Commissioner, within two business days of receiving. Member colleges will be deemed in non-compliance if:

- 1) Drug test results are not submitted within the two-business day timeframe; and/or
- 2) After review of materials submitted, member colleges are found not to be in compliance with the ACCC's Drug Education and Testing Policy.

- c. **Sanctions:** Member colleges not in compliance with the ACCC's Drug Education and Testing Policy will be fined:

First Occurrence: \$750
Second Occurrence: \$1,500

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

Third Occurrence: \$3,000
Fourth Occurrence: \$4,500


NOTE: If fines are not paid in full prior to postseason competition, member colleges will not be allowed to participate in postseason tournaments.

PROCEDURE(S):

Specimen Collection Procedures

A copy of these guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of these procedures. Collection site personnel should contact the Athletic Director, head coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.


1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other College employee who is a non-licensed medical professional.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student-athlete arrives at the collection site, the collection site person shall ensure that the student-athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student- athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. If providing a urine sample, the student shall remove any unnecessary outer garments, such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student-athlete's person.
5. If providing a saliva sample, the student shall provide two samples to the collection site person. The second sample collected will serve as specimen B in the event of a student-athlete appealing a positive test result of specimen A (the first sample collected).

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

6. Once the specimen has been collected, the student-athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student-athlete will complete the necessary information on the custody and control form. The student-athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student-athlete. The student-athlete's participation in the specimen collection process is complete.

ADDITIONAL PROVISIONS/INFORMATION:

Consent to Drug Testing and Acknowledgement of Student-Athlete Drug Testing Policy Form (see below).

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	<u>Athletics / Drug Education and Testing</u> <u>Student Athletes</u>		Approved by: 
Insert:	05.07	Date:	
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

**ALABAMA COMMUNITY COLLEGE
CONFERENCE CONSENT TO DRUG TESTING
&
ACKNOWLEDGEMENT OF STUDENT-ATHLETE DRUG TESTING
POLICY**

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to ACCC Commissioner, the College's Athletic Director, Head Coach, and college President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

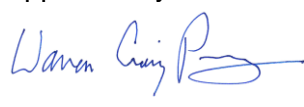
Date

Student-athlete's Signature

Witnessed: Coach/Athletic Director

Student-athlete's Printed Name

Parent/Legal Guardian Signature
(if under 19 years of age)

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Complaints (Formal – Students)			Approved by: 	
Insert:	05.08	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to establish and follow a formal procedure for addressing student complaints.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:


There are no definitions applicable to this policy.

DETAILS:

1. **Student Complaint:** The student has the right to submit a written Student Complaint. The student may first meet with the supervisor responsible for the applicable policy to attempt to resolve the complaint. If a resolution cannot be achieved, the student should submit the completed [Complaint Form](#) online with documentation (police report, hospital records, doctor excuse, obituary, witness statements, etc.) to support any extenuating circumstances.
2. **Types of Student Complaints:** Complaints and/or Appeals may include but are not limited to the following:
 - *Academic Complaint and Grade Appeals*
 - *Admissions status*
 - *Financial Aid Awards or Loss of Aid*
 - *Traffic Citations and Fines*
 - *Business Office, student refunds, returned checks*
 - *Student Code of Conduct Suspensions/Dismissals*
 - *Audit to Credit/Credit to Audit Registrations*
 - *ADA Accommodations*
 - *Title IX Accommodations*
 - *Discrimination*
 - *Harassment*
3. If a resolution cannot be achieved at the college level, the student can submit a complaint to the Alabama Community College System (ACCS).

PROCEDURE(S):

1. **Before submitting a Complaint Form, the student should contact the appropriate supervisor to discuss an informal resolution.**

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Complaints (Formal – Students)			Approved by: 	
Insert:	05.08	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

Financial Aid Awards or Loss of Aid

- Director – Financial Aid
Gail.Beggs@coastalalabama.edu
251-580-2151
- Chief Financial Officer
Jessica.Davis@coastalalabama.edu
251-580-2207

Student Refunds, Fiscal Services Office Procedures

- Director – Fiscal Services
Jill.Cabaniss@coastalalabama.edu
251-580-2136
- Chief Financial Officer
Jessica.davis@coastalalabama.edu
251-580-2207

Admissions & Records Procedures

- Director - Enrollment Management
Beth.Bryars@coastalalabama.edu
251-580-2112
- Dean - Student Services
Dendy.Moseley@coastalalabama.edu
251-580-2103

Academic Complaints and Grade Appeals

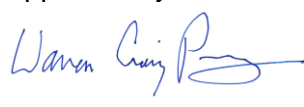
- Dean - Academic Instruction
Mary.Lancaster@coastalalabama.edu
251-809-1500
- Dean - Career Technology
Linda.Grant@Coastalalabama.edu
334-637-3151
- Dean - Nursing and Allied Health
Tiffany.Scarborough@coastalalabama.edu
251-580-2256

Student Conduct, Title IX Complaints, Harassment, and Discrimination

- Dean - Student Services
Dendy.Moseley@coastalalabama.edu
251-580-2103

Americans with Disability Act Complaints and Appeals

- ADA Specialist
Lee.Barrentine@coastalalabama.edu
251-580-2109


COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Complaints (Formal – Students)			Approved by: 
Insert:	05.08	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- Dean - Student Services
Dendy.Moseley@coastalalabama.edu
251-580-2103

College Police Complaints

- College Police Chief
Jonathan.Davidson@coastalalabama.edu
251-580-2222

2. **In the event the matter is not resolved in the conference with the director or designee, the student can initiate a formal student complaint. The complaint or appeal will be submitted to the Student Appeals Committee for review.**
 - a. Complete the [Complaint Form](#) found at: http://www.coastalalabama.edu/titleix/submit_a_student_complaint/.
 - b. This complaint will be reviewed by the Student Appeals Committee. This committee is comprised of program directors, campus directors, faculty, staff, students. Committee members and the committee chairperson shall be appointed each year by the President or designee.
 - c. The Student Appeals Committee shall render a decision within 14 calendar days to the students' college email address.
 - d. All decisions are subject to review by the President of the College.
3. **A student must exhaust their rights under the institution's official complaint/grievance policy before advancing any complaint to the Alabama Community College System (ACCS) office. Students may file consumer/student complaints with the Alabama Community College System (ACCS) by following these procedures:**
 - a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to ACCS using the System's official **Complaint Form**. Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to:
Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130
 - b. The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Complaints (Formal – Students)			Approved by: 	
Insert:	05.08	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

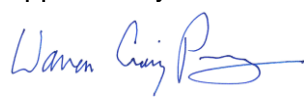
- c. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

ADDITIONAL PROVISIONS/INFORMATION:

Refer to http://www.coastalalabama.edu/titleix/submit_a_student_complaint/.

Refer to <https://www.accs.edu/student-complaints/>.

NOTE: Some academic programs (for example, Nursing) may require additional or more stringent requirements. Refer to the applicable Program Handbook for additional information.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Residence Halls			Approved by: 
Insert:	05.10	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to college residence halls, and Alabama Community College System (ACCS) [Board Policy 327.01](#) and [Chancellor's Procedure 327.01](#).

Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses.

SCOPE:


This policy applies to all residents of student housing at Coastal Alabama Community College.

DEFINITIONS:


There are no definitions applicable to this policy.

DETAILS:

1. **Residence Requirements:** All students residing in college housing are required to retain their residence for the entire academic year, or the remaining portion thereof. Students are required to be full-time (minimum of 12-15 credit hours), according to their program requirements each academic term. See the Residence Hall Contract for additional requirements.
2. **General Residence Hall Rules:** It is expected that students living and visiting Residence Halls will cooperate with the Housing Office, Housing Staff, and with each other in maintaining a routine of living conducive to wholesome college life. Living in the Residence Halls is a privilege, and the College reserves the right to revoke this privilege whenever the actions of a resident are not conducive to the educational environment or interfere with the rights of others. The following are prohibited in and around college-operated Residence Halls and discovery of such offenses will lead to disciplinary action:
 - Weapons of any kind, firearms (including pellet guns, air rifles, or Airsoft-type guns), ammunition, any incendiary or any type of explosive device or material (including fireworks);
 - Gambling in any form;
 - Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
 - Candles, incense, or other flame-emitting articles;
 - Possession of state, federal, local, or miscellaneous signs illegally obtained;
 - Pets;

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Residence Halls			Approved by: 
Insert:	05.10	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

- Open element electrical appliances (including coffee makers, toasters, air fryers, toaster ovens, hotplates, grills of any type, electric skillets), space heaters, window fan/air conditioner unit, or generators.
 - Commercial grade weight-lifting apparatus;
 - Outdoor recreational equipment that does not impose any strain on a resident's room/suitemate(s) (NOT including bikes, small fishing equipment, etc.);
 - Boats and other recreational modes of transportation (i.e., ATVs) cannot be stored on campus;
 - Splicing into or otherwise "tampering" with existing electrical wiring;
 - Playing or practicing of musical instruments that intrudes of posted quiet hours;
 - Dart boards, darts, or any type of throwing knives;
 - Use of profane language, verbal abuse, and/or insubordination toward any college employee;
 - Sexual activity including any sexual conduct by, between, with, to, or involving two or more persons regardless of gender.
3. **Legally Binding Contract:** Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College. By signing the Residence Hall Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of the College. Failure to comply may result in sanctions and/or fines. Refer to the current Housing Contract for additional information.
4. **Housing Contract Buyout:** A residential housing contract buyout may only occur before the spring semester when a student does not fit the current criteria for release of contract, i.e., marriage, documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan). Contract Buyouts can only be considered when the demand for housing exceeds occupancy. Residents may apply to terminate their housing contract by submitting a written request. However, applying for a contract buyout does not guarantee an automatic release from the Housing Contract. The contract buyout request will be reviewed by the Dean of Student Services or designee. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for the term. At such time, the contract buyout requestor, if approved, can pay the \$500 buyout fee, and then the student may be released from the Housing Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall semester payment, other than as stated in the ACCS [Board Policy 327.01](#) and [Chancellor's Procedure 327.01](#).
- a. **Scholarship Athletes Seeking Residential Contract Buyout:** Coastal Alabama Community College scholarship athletes seeking a residential contract buyout must submit documentation from their coaches signifying release from their current scholarship.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Residence Halls			Approved by: 
Insert:	05.10	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

PROCEDURE(S):


Violations of Housing Policy Procedures

Violations of Housing Policy that do not fall under the Student Code of Conduct will be addressed by Housing staff within a specific Hearings and Appeals process. The following is an outline of the Hearings and Appeals process:


1. **Incident Report reviewed by Housing Staff Member:** A professional staff member reviews the report and requests any additional information needed. The staff member also adds to the report any possible policy violations that may apply to the incident.
2. **Letter of Warning Sent - No Further Action Needed from Student:**
 - a. Student Life conduct hearing scheduled. A student may have a conduct hearing scheduled with the Student Code of Conduct Officer if:
 - 1) The student is a Coastal Alabama Community College student, but not a resident in College housing.
 - 2) The incident was severe and may result in suspension or expulsion from Coastal Alabama Community College.

For more information about the Student Conduct process please visit the [Student Code of Conduct Policy](#).

3. **Housing and Residence Life Hearing Scheduled:**
 - a. The student will receive an email with information about the date/time of the hearing, as well as a list of the possible policy violations.
 - b. After the Hearing is held there will be two possible outcomes.
 - 1) Student is not found responsible for a policy violation. The student will receive an email letter containing this information and will not need to take any further action.
 - 2) Student is found responsible for a policy violation and assigned sanction(s):
 - A student found responsible for a policy violation will be assigned sanctions. A sanction may relate to the student's status as a resident in College housing.
 - A sanction may require follow-up action on the part of the student.
4. **Sanctions:** A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Residence Halls			Approved by: 
Insert:	05.10	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		


- a. If all sanctions are completed by the assigned deadline, the hearing process is finished and no further action is needed.
 - b. Students not completing sanction(s) by the deadline may need to attend another hearing or may be assigned additional sanctions (such as an extension of probation).
5. **Appeals:** A student may appeal a sanction of suspension/eviction/contract termination.
- a. A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action.
 - 1) This is the only opportunity for appeal.
 - 2) All appeals are submitted online.
 - The resident has 2 business days from the date of the sanction notice.
 - In the event that any technical problems preventing online appeal submission, the resident is responsible for submitting a written appeal to the Housing Office within in the 2 business day window for an appeal.
 - The resident can bring a hard copy of their appeal statement to the Housing Office in Memorial Hall or email the appeal statement to housing@coastalalabama.edu in the event of technical difficulty.
 - The online appeal must specify in detail the grounds on which the appeal is based.
 - b. After submitting an appeal, the resident will be contacted to arrange an appeals meeting.
 - 1) The resident may present documents and to bring witnesses to present statements to the person hearing the appeal.
 - 2) The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.
 - 3) There are three possible outcomes from the appeals process:
 - The Housing Office may decide to uphold the original decision and sanction, which means the student is still evicted from housing
 - The Housing Office may decide to uphold the original decision and add additional sanctions
 - The Housing Office may decide to overturn the original decision and sanction(s), which means the student is not suspended/evicted from housing and may continue to live on campus
 - c. Appeal decisions will be provided in writing via student email.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Residence Halls</u>			Approved by: 	
Insert:	05.10	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Student Housing Handbook](#).

Refer to [Student Code of Conduct Policy](#).

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Behavioral Intervention Team (BIT)			Approved by: 
Insert:	07.01	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

Coastal Alabama Community College is committed to providing a safe and secure working and learning environment. Violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities are inconsistent with this objective and are unacceptable.

This policy provides a procedure and mechanism by which violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities may be reported, evaluated, and addressed.

SCOPE:

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

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:


1. **BIT Committee:** The President appoints the committee members, comprised of administrators, faculty, and staff to oversee and employ the BIT policy, when appropriate. At minimum, the team will meet annually to review existing related Policies and Procedures.
2. **Ad Hoc Committee:** The College will select additional faculty, administrators, or staff members on a case-by-case basis as needed.
3. **BIT Committee Responsibilities:** The team will identify, assess, and manage situations indicating violent or potentially violent behaviors by individuals or groups. The team will work together to share information regarding actual or potential threatening situation(s).
4. **Confidentiality:** Protected information shall only be shared as permitted under the Family Educational Right and Privacy Act (FERPA) and other applicable privacy laws.

PROCEDURE(S):

1. Refer to the Crisis Intervention Form on the Coastal website at https://cm.maxient.com/reportingform.php?CoastalAlabamaCC&layout_id=3.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

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	
Remove:		Date:		

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

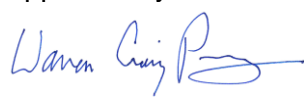
COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Safety and Security			Approved by: 
Insert:	07.02	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

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.

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	
Remove:		Date:		

- 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.

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	
Remove:		Date:		

- 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:

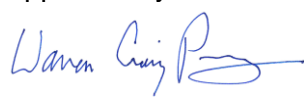
- 911
- College Police Department: (251) 580-2222
- Gilbertown Police Department: (251) 843-2766

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.

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	
Remove:		Date:		

- 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.

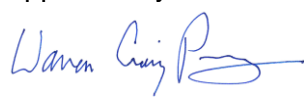
- k. **Monroeville Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 202-1240
 - Monroeville Police Department: (251) 575-3246

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.

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		
Remove:		Date:			

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.

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	
Remove:		Date:		

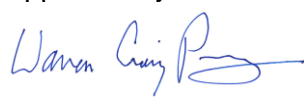
Coastal Alabama Community College, without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist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

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	
Remove:		Date:		

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:

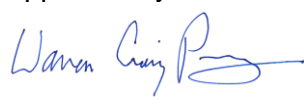
- Incident and crime reporting
- Lost and Found
- Personal safety escorts
- Security-related issues
- Vehicle assistance

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.

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	
Remove:		Date:		

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.

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	
Remove:		Date:		

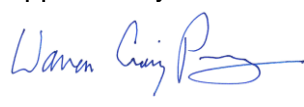
11. **Power Outages:** Refer to the College's *Emergency Operations Plan*.

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,

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	
Remove:		Date:		

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.

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	
Remove:		Date:		

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.

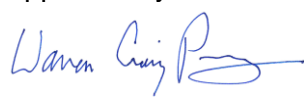
07.02.11 **Vaccinations:** Coastal Alabama Community College generally does not require vaccinations; however, the College is concerned about the health and well-being of all students and employees.

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/>.

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		
Remove:		Date:			

College Law Enforcement Policies and Procedures

1. **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.
2. **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.
3. **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

1. When an institution is required to close due to inclement weather or other unforeseen emergency, the President must immediately notify the Chancellor.
2. 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](#).

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Disclosure of Campus Police Policies and Statistics</u>			Approved by: 	
Insert:	07.03	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Chief of Police.

SCOPE:

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

DEFINITIONS:

Murder (including non-negligent manslaughter): The willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, accident, or justifiable homicide, attempted murder and assault to murder shall also be excluded, but will be classified as "aggravated assaults" as defined below.


Rape: The carnal knowledge of a male or female forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.

DETAILS:

1. **Arrest Statistics Relating to Alcohol, Drugs and Weapons:** The arrest statistics stated in this section are subject to the following definitions:
 - *Arrest* is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.
 - *A Liquor Law Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
 - *A Drug Abuse Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Disclosure of Campus Police Polices and Statistics</u>			Approved by: 	
Insert:	07.03	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

- *Weapons Possession* shall be the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

Definitions in the “definitions” section above are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body. Statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College are reported each academic year. A summary of campus crime data can be found at

<https://www.coastalalabama.edu/about/locations/safety/security-and-fire-safety-reports>.


2. **Fires Reported on Campus:** A summary of fires reported on campus can be found at <https://www.coastalalabama.edu/about/locations/safety/security-and-fire-safety-reports>.
3. **Reporting of Off-Campus Criminal Incidents Occurring at Student Functions:** Statistics for the three most recent years by campus: Coastal Alabama Community College’s Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

PROCEDURE(S):

1. Refer to the Security and Fire Safety Report at <https://www.coastalalabama.edu/about/locations/safety/security-and-fire-safety-reports>.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	<u>Crime Prevention for Students and Employees</u>			Approved by: 	
Insert:	07.04	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to provide a crime prevention program for its students and employees.

SCOPE:

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

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:


1. **Crime Prevention Program:** The College will provide a program of education designed to instruct all members of the College community on how to better protect themselves and their property. Through campus publications, Orientation, and special presentations, students and employees will become aware of criminally induced dangers and appropriate responses to these dangers.
 - Videos on topics such as sexual assault and response to active shooter scenarios will be shown in the residence halls.
 - A Crime Awareness program is presented.
 - Through in-service workshop programs, employees are taught how to protect themselves and their students.
 - Group meetings and seminars are presented in the residence halls to alert students of security in the residence halls.
 - Guest speakers are invited to campus throughout the year.

PROCEDURE(S):

1. There are no procedures applicable to this policy.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE					
Policies and Procedures Manual					
Title:	Availability of College Facilities			Approved by: 	
Insert:	09.01	Date:	04/01/2022		
Replace:		Date:	06/01/2023		
Reviewed:		Date:	06/01/2023		
Remove:		Date:			

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure the College campuses and facilities are available for use by state, county, city, and non-profit agencies which support the College's mission and goals.

In addition, Coastal Alabama Community College ensures compliance with [Board Policy 500.01](#).

SCOPE:

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

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:


1. The College campuses and facilities are open to students, faculty, staff, and authorized visitors for the sole purpose of supporting the College's mission and goals.
2. Unauthorized individuals or authorized individuals who are not in accordance with the College's rules and regulations will be required to leave campus. Individuals who do not leave as requested may be arrested for trespassing in accordance with [Board Policy 510.10](#).

PROCEDURE(S):

1. To request the use of a college facility, complete the [Facility Usage Form](#).

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Parking on Campus			Approved by: 
Insert:	09.03	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure the College campuses are open to vehicular traffic related to approved College activities only.

SCOPE:

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


DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. Parking and Driving Regulations:

- Speed limit will not exceed 15 m.p.h. on campus.
- The registered driver is responsible for his automobile regardless of who is driving.
- Visitors to the campus, including students who drive an unregistered car on a temporary basis, must obtain a visitor's parking permit from the College Police Office or the administrative office of the respective campus.
- The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
- The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.
- City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
- Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
- Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
- Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
- Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
- The registered driver of a vehicle is responsible for all citations issued to the vehicle.
- Decals are registered to individual vehicles and shall not be transferred to other vehicles.
- The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Parking on Campus			Approved by: 
Insert:	09.03	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College shall not be liable for any damage to such vehicle occurring during removal or impoundment.

2. **Violations and Fines:** College Police will issue tickets, which must be paid to avoid the assessment of fines or corrective action. All traffic fines are paid and/or appealed online through the Coastal Alabama Community College website under the Student>Safety section. All fines are doubled if not paid within 30 days from the date shown on the ticket. Appeals made after five (5) days will not be considered.

The following schedule of penalties will be applied to violators of these parking regulations.

a. **\$25 Fines:**


- No Decal
- Decal improperly displayed
- Unauthorized parking in visitor areas
- Improper parking
- No parking zone
- Stop Sign violation
- Smoking violation
- Unauthorized parking in Faculty/Staff parking areas
- Excessive noise from vehicle (city and campus noise violation)
- Unauthorized parking in Administration Only/Authorized College Vehicle parking areas

b. **Fines for other violations:**

- Reckless driving and/or speeding – \$25.00 minimum
- Unauthorized parking in handicap areas – \$100.00

NOTE: Vehicles violating parking regulations may be wheel locked and/or towed away at owner's expense. Wheel locking fee is \$50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

3. **Free Parking:** There is ample free parking on all campuses.
4. **Registration:** Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations.
5. **Parking Decals:** Student, faculty, and staff vehicles must display current vehicle identification (parking decals) in accordance with College policy.

COASTAL ALABAMA COMMUNITY COLLEGE				
Policies and Procedures Manual				
Title:	Parking on Campus			Approved by: 
Insert:	09.03	Date:	04/01/2022	
Replace:		Date:	06/01/2023	
Reviewed:		Date:	06/01/2023	
Remove:		Date:		

6. **Persons with Disabilities Parking:** Designated "Disability" parking is available in lots on all campuses and is reserved for qualified individuals clearly displaying authorized disability license plates and/or disability placards.
7. **Visitors:** Visitor vehicular traffic is allowed for approved College activities only.

PROCEDURE(S):

1. Students and Employees may order a parking decal by completing the appropriate form located on the Parking Decal page of the Coastal Alabama Community College website <https://manager.permitsales.net/CoastalAlabama>.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information for this policy.

APPENDIX B

BY CAMPUS

Crime Statistics

VAWA Crimes

Hate Crimes

Arrests

Disciplinary Reports

Fire Reports

ACADEMY AT THE FAIRHOPE AIRPORT												
	2019			2020			2021			2022		
Criminal Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

ATMORE CAMPUS												
	2019			2020			2021			2022		
Criminal Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	2	0	0

There were no unfounded crimes during the years listed above.

BAY MINETTE CAMPUS																
Criminal Offense	2019				2020				2021				2022			
	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	1	1	0	0	0	1	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Hate Crimes	2019				2020				2021				2022			
	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	1*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Category of Bias - Sexual Orientation

VAWA Offenses	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Domestic Violence	2	0	0	0	0	0	0	0	3	0	0	2	3	0	0	2
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	3	0	0	2	2	0	0	2	2	0	0	2	2	0	0	0

Arrests	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Weapons	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	0	0	2	0	0	0	2	0	0	2	0	0	1	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Drug Abuse Violations	9	0	0	5	9	0	0	1	9	0	0	3	8	0	0	4
Liquor Law Violations	8	0	0	8	0	0	0	0	9	0	0	4	9	0	0	8

Fire Summary	2019	2020	2021	2022
Sun Chief/Coyote Hall	0	0	1	0
Thompson Hall	0	0	0	1

No injuries/no deaths

There were no unfounded crimes during the years listed above.

BROOKLEY FIELD SITE												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	1	0	0	0	0	0

Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	4	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

BREWTON CAMPUS																
	2019				2020				2021				2022			
Criminal Offense	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Burglary	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	Residence Halls	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Drug Abuse Violations	2	0	0	2	1	0	0	1	1	0	0	0	1	0	2	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall	On Campus	Noncampus	Public Property	Residence Hall
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	0	1	1	0	0	1	3	0	0	3	1	0	0	0
Liquor Law Violations	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	2

Fire Summary	2019	2020	2021	2022
Lakeview Apartments	0	0	0	0

There were no unfounded crimes during the years listed above.

FAIRHOPE CAMPUS												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	1	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

FOLEY SITE												
	2019			2020			2021			2022		
Criminal Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

GILBERTOWN CAMPUS												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

GULF SHORES CAMPUS												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	1	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

JACKSON SITE												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

MONROEVILLE CAMPUS												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.

THOMASVILLE CAMPUS												
	2019			2020			2021			2022		
Criminal Offense	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0	1	0	0
Arrests	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	1	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property	On Campus	Noncampus	Public Property
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes during the years listed above.



COASTAL ALABAMA
COMMUNITY COLLEGE

1-800-381-3722
www.CoastalAlabama.edu

BAY MINETTE | ATMORE | BREWTON | FAIRHOPE | FOLEY | GILBERTOWN
GULF SHORES | JACKSON | MOBILE | MONROEVILLE | THOMASVILLE
THE ALABAMA AVIATION CENTER AT BROOKLEY FIELD

**COPIES OF THIS MATERIAL ARE AVAILABLE IN LARGE TYPE UPON REQUEST.
ALSO, THIS PUBLICATION WILL BE READ TO ANY PERSON MAKING THE REQUEST.**