# Central Alabama Community College Annual Security Report 2019

**IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT**

*Central Alabama Community College (CACC) prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on the CACC campus and center locations; in certain off-campus buildings or property owned by Central Alabama Community College; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.*

**Central Alabama Community College**
**www.cacc.edu**

| Alexander City Campus | Childersburg Campus | Talladega Center | Pratt's Mill Center |
|---|---|---|---|
| 1675 Cherokee Drive | 34091 U. S. Highway 280 | 1009 South Street East | 2074 Fairview Avenue |
| Alexander City, AL 35010 | Childersburg, AL 35044 | Talladega, AL 35160 | Prattville, AL 36066 |
| (256) 234-6346 | (256) 234-6346 | (256)480-2068 | (334) 380-9600 |

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This report is prepared in cooperation with the local law enforcement agencies, the Office of Safety and Security, and the Student Services Office. Campus crime, arrest and referral statistics include those reported to the Office of Safety and Security, designated campus officials, and local law enforcement agencies. Each year notification is made to all enrolled students, faculty, and staff providing information on how to access the Central Alabama Community College Annual Security report online or request a printed copy from the Office of Safety and Security or the Student Services Office. Copies of this report may be obtained at the Student Services offices at the Alexander City and Childersburg campuses, and at the offices of the Administrative Coordinator of Student Services at the Talladega Center, and the Enrollment Specialist of the Pratt's Mill Center.

**General Procedures for Reporting a Crime or Emergency**
Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Safety and Security in a timely manner.
To report an emergency, call 911. To report a crime or non-emergency, call the following numbers:

| Alexander City Campus | Childersburg Campus | Talladega Center | Pratt's Mill Center |
|---|---|---|---|
| Campus Security Office<br>Administration Building<br>256-596-0058 | Campus Security Office<br>Administration Building<br>256-596-0054 | Campus Security<br>256-596-0061 | Campus Security<br>256-596-0010 |
| Dean of Students Office<br>256-215-4275 | Dean of Academic Programs Office<br>256-378-2022 | Administrator Coordinator of Student Services<br>256-480-2090 | Enrollment Specialist<br>334-380-9600 |

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;

• State briefly the nature of your call.

To report a crime that occurs at an off-campus location, contact the appropriate local police department or dial 911. In the case of an emergency, it is always best to dial 911.

To achieve the highest degree of safety and security, community members are encouraged to recognize the importance of following good safety practices. Safety is everyone's responsibility, not just that of those officially charged with enforcing the laws, policies, and rules. Locking valuables and reporting suspicious or criminal activities are ways of promoting safety on a college campus.

Central Alabama Community College employs a Safety and Security Coordinator. The current director is a retired Alabama State Trooper with 39 years of experience in law enforcement. The officers that provide security are certified local police officers that receive P.O.S.T training in security and emergency care. The President's Cabinet ensures that the purposes of the overall safety plan are met and that needed safeguards are updated or revised as needed. The Cabinet and the Emergency Operations Committee reviews and formally evaluates the policies and programs concerning safety and safety-related matters on an annual basis and guides the campuses in safety and environmental health issues. The Alabama Community College Systems (ACCS) reviews and approves the Emergency Operations Plan annually. ACCS also reviews and approves all changes to the plan. The Student Services Office also supports annual programs and awareness campaigns

**Timely Warnings**

The Office of Safety and Security is responsible for issuing public safety advisories in compliance with the *Clery Act*. In the event a situation arises, either on or off campus, these advisories are issued to keep the campus community informed about safety and security matters. The decision to issue a public safety advisory (*Campus Security Alert*) is decided on a case by case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. *Campus Security Alerts* are issued for specific crime classifications: arson, aggravated assault, and criminal homicide, robbery, and sex offenses. *Campus Security Alerts* may also be posted for other crime classifications as deemed necessary. To issue a *Campus Security Alert*, the Office of Safety and Security or the President or her designee informs the campus community via email, text message, and/or voice messages, which are addressed to students, faculty and staff through *SchoolCast*. *SchoolCast* is an emergency notification service that will contact all enrolled students and employees via cell phone, text message, home phone, and e-mail. *Campus Security Alerts* are also issued to the campus community in the event of an imminent or ongoing threat to the community. *Campus Security Alerts* are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.). All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester.

**Limited Voluntary Confidential Reporting**

Central Alabama Community College policy states that all crimes should be reported to the Office of Safety and Security. Anyone who is the victim or witness to a crime is encouraged to promptly report the incident. This information is disseminated to the College community members via use of electronic mail messages, informational flyers, CACC Connect (pre-college orientation) and the

orientation class. For follow-up emergency information to the College community, all of the above media to include postings on our web site, television, and radio will be utilized. The dissemination of emergency information to the larger community shall be coordinated through the Emergency Operations Committee. To report a crime no longer in progress, members of the community should call the Campus Security Officer or the Office of Safety and Security. To report an emergency or a crime in progress, call 911 first then call the Campus Security Officer. Criminal activity can also be reported to persons in the following positions on each campus: Dean of Academic Programs, Dean of Students, Dean of Economic and Workforce Development, Associate Dean of Students, Administrative Coordinator of Student Services, Enrollment Specialist, Site Coordinators, and Safety and Security Coordinator.

The purpose of a confidential report is to comply with the alleged victims wish to keep the matter confidential while taking steps to ensure the safety of the victim and others. Reporting is necessary so that the College can do what is necessary to protect the alleged victim and others and assist the Office of Safety and Security in accurately recording the number of incidents on campus; determining if there is a pattern of crime in regard to certain locations or areas; notifying the campus and local law enforcement in regard to a certain location or assailant; and alert the campus community to potential danger.

**Security and Access**

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. Facilities are maintained and security monitored to maintain the best interest of students, staff, and faculty. Many cultural and athletic events held in the College facilities are open to the public. Other facilities such as the learning resource centers, athletic fields, tennis courts, walking tracks, Betty Carol Graham Building, Margie Sanford Building, Talladega Career Center, and the Health, Education and Arts Building are also open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, academic instruction, and other college business. Each building has established hours based on the needs of the college. Security officers provide random patrols of all campus buildings during established business hours. All college locations officially close at 10:00 PM on Monday through Thursday and 11:30 AM on Fridays.

**Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimized hazardous conditions. Physical plant personnel and security personnel report any unsafe conditions that are observed during their rounds to the appropriate maintenance personnel for repair or correction. All members of the CACC community are encouraged to report and submit maintenance requests for equipment problems or unsafe conditions to the Maintenance Department.

**Security Awareness and Crime Prevention Programs**

Programs to increase security awareness and promote crime prevention are sponsored by the Office of Student Services and the Office of Safety and Security. These programs also promote awareness of dating violence, domestic violence, sexual assault, and stalking. Students are introduced to campus security and safety issues during CACC Connect (pre-orientation), and security and crime

prevention are addressed in depth during required orientation classes both during their freshmen year. CACC athletes review drug and alcohol awareness as well as dating violence and other safety and security awareness programs annually during athletic orientation. Campus security and safety issues and security and crime prevention are discussed twice a year in mandatory professional development for all faculty and staff. Awareness posters and flyers are posted on bulletin boards and walls around campus. In addition, safety and security information is also included in the annual publication of the *Central Alabama Community College Catalog and the Central Alabama Community College Student Handbook.*

**Illegal Drug and Alcohol Awareness**

Central Alabama Community College provides annual illegal drug awareness programs along with substance abuse educational activities coordinated by the Student Services Office, the Student Government Association, and the Office of Safety and Security. The Student Services Office recognizes National Collegiate Alcohol Awareness week with educational activities, and the College promotes the "drug free" lifestyle and provides educational information on the harmful effects of drug abuse/misuse. As part of the orientation program for new students, the College includes a drug awareness program along with other timely topics of concern to college students. Students and employees who show evidence of a drug abuse problem are referred to the community mental health resources. Central Alabama Community College will abide by The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and such regulations as are issued by the Secretary of Education to carry out the purpose of PL 101-226.28

In addition, students who are found in violation of the alcohol policy are required to participate in alcohol awareness education, and student athletes are subjected to drug testing/screening and annual workshops on the prevention of alcohol and drug abuse among student athletes.

**National Toll-Free Hotlines**

National Institute on Drug Abuse Information and Referral Line
1-800-662-HELP (M-F, 8:30 a.m. – 4:30 p.m.)
Parents' Resource Institute for Drug Education (PRIDE)
1-800-241-9746 (M-F, 8:30 a.m. – 5:00 p.m.)
National Council on Alcoholism and Drug Dependency, Inc.
1-800-622-2255

**Illegal Drugs, Alcohol, and Weapons**

Central Alabama Community College lends its full support to all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. Central Alabama Community College is a public educational institution of the State of Alabama, and as such, does not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Central Alabama Community College will take administrative or disciplinary action as is appropriate. For students, the disciplinary action may include actions up to suspension and expulsion. For an employee, administrative or disciplinary action be taken and may include the 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 required

to leave the campus. If any employee, student, or visitor engages in any behavior prohibited by this policy, which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor is subject to referral to law enforcement officials for arrest and prosecution.

## STUDENT CODE OF CONDUCT

### Philosophy

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Central Alabama Community College embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

### Statement on Conduct

Central Alabama Community College students are expected to obey national, state, and local laws; to respect the rights of members of the campus community, and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Central Alabama Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary sanctions for violations of college rules, regulations, and policies as well as violations of national, state, and local laws. The College may take action for violations that occur on-campus and off campus, if the actions impact the College community, or on the Internet when those actions adversely affect the educational interest of the College. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.

The Central Alabama Community College student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. This action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

### Conduct Authority

The Dean of Students shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct. The Dean of Students, in consultation with the members of the President's Cabinet, will determine the composition of the Student Conduct Committee.

The Dean of Students shall seek to ensure that the Student Conduct Committee is representative of the faculty and staff members who are willing and able to offer fair and thoughtful consideration of each case.

Central Alabama Community College students are responsible for knowing the information, policies, and procedures outlined in this document and the CACC Student Handbook. CACC reserves the right to make changes to this code as deemed necessary, which become effective once those changes are posted online. Students are encouraged to check the college website for updated policies and procedures.

**Definition of Terms**

1. The term "College" means Central Alabama Community College.
2. The term "student" includes all persons taking courses at Central Alabama Community College either full-time or part-time. Persons who are not currently enrolled but who were previously enrolled would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted but whose degree is not yet conferred are considered students.
3. The term "faculty member" means any person employed by Central Alabama Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
4. The term "college official" includes any person employed by Central Alabama Community College performing assigned administrative or professional responsibilities.
5. The term “college premise” includes any property that is owned, controlled, used or leased by Central Alabama Community College.
6. The term “college event” includes any activity conducted, sponsored, or authorized on behalf of Central Alabama Community College whether on or off college premises.
7. The term "organization" means a student organization who has complied with the formal requirements for recognition.
8. The term "Student Conduct Committee" refers to all persons designated by the Dean of Students to be responsible for the management of the student conduct program. The Committee members are authorized to investigate, adjudicate, or otherwise resolve any cases of alleged student misconduct.
9. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog, and Student Handbook, and all official publications of the College whether in print or published on the Internet.

**Student/Student Organization Rights**

A student or student organization of Central Alabama Community College charged with a violation of the Student Code of Conduct has the following rights:

- To receive a written statement of the charges via CACC official email account within five working days after the violation was reported.
- To receive a fair and impartial hearing.
- To know the nature of the evidence against them.
- To present evidence and witnesses in their own behalf.
- To be accompanied at a hearing by an advisor.
- To be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- To refuse to answer questions.
- To receive a decision based solely on the evidence presented.

- To have a record made of the hearing.
- To receive a written notice of the decision and an explanation of the decision and sanctions.
- To appeal decisions.
- Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

**Due Process**
Students at Central Alabama Community College are provided a copy of the Student Code of Conduct annually in the form of a link on the college website. Hard copies are available upon request from the Student Services Office. Students are responsible for reading and abiding by the provisions of the Student Code of Conduct.

**Code of Conduct Violations**
The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions.

Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

**Level I: Reprimand, Probation, Educational Sanctions, Community Service, Restitution, or Any Combination Thereof**

Level I violations include but are not limited to the following:

1. **Tobacco**
    a. use of any tobacco product on college premises
2. **Gambling**
    a. engaging in any form of gambling that is in violation of the law
3. **Pets**
    a. possession of animals within campus buildings; service animals and medically approved emotional support animals are the only exception
4. **Solicitation and Sales**
    a. solicitation and sales of any kind on campus without prior permission from the Dean of Students
5. Skateboards, Hover Boards, and Roller Blades
    a. Use of skate boards, hover boards, or roller blades on campus

**Level II: Any Level I Sanction, Facilities Suspension, Suspension, or Any Combination Thereof**

Level II violations include but are not limited to the following: **repeat offenses of any Level I violations**, and:

1. **Alcohol Possession and Use**
    a. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages on college premises
    b. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages during a college event
    c. being in a state of alcohol intoxication on college premises or at a college event
2. **Damage or Destruction of Property**
    a. any damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated
3. **Deception**
    a. any misuse of college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means
    b. all forms of dishonesty including cheating and plagiarism
    c. any giving or receiving of false information to the college or to any college official, administrator, or administrative unit
    d. providing false information to law enforcement officials
    e. possession of any fake or altered or any other identification that belongs to another person
    f. any attempt to perpetrate a fraud against the College or a member of the College community
4. **Disorderly Conduct**
    a. all lewd, obscene or indecent behavior or expression, or other forms of disorderly conduct
    b. use of profane language or verbal abuse toward any college employee or student
    c. any abuse or unauthorized use of sound amplification equipment
    d. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline
    e. excessive noise determined to be disturbing to other residents or college officials
5. **Failure to Comply**
    a. failing to respond to an official directive by properly identified college officials or law enforcement officials in the performance of their duties, including failure to display student ID
    b. failing to report for a conference, meeting, or appointment with any college official or faculty member
    c. failing to comply with any disciplinary condition imposed on a person by the Student Disciplinary Committee or any college official
    d. fleeing from law enforcement or college officials
6. **False Representation**
    a. any unauthorized claim to speak and/or act in the name of Central Alabama Community College or any organization, student, college officials, or faculty members
7. **Fire Safety**
    a. any failure to evacuate or immediately respond to a fire alarm
    b. participation in creating or causing a false fire alarm
    c. participation in tampering, disconnecting, or altering any fire alarm system, equipment, or component

d. failure to follow the instructions of college official and emergency personnel during fire alarms
e. the possession, use, manufacture, and/or sale of any incendiary device
f. participation in setting or causing to be set any unauthorized fire
g. the possession and/or use of any type of fireworks
h. the possession or use of candles, incense, or other flame-emitting articles in the buildings

**8. Harassment**

a. language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomforting another person
b. creating an environment which is unduly demeaning, embarrassing, or discomforting to any person(s) of reasonable sensitivity

**9. Unauthorized Use**

a. unauthorized use or possession of college equipment or property
b. unauthorized use or duplication of any keys

**10. Unauthorized Use of Computer Resources**

a. use of a college owned computer when not currently enrolled in a class requiring the use of a college owned computer or without the written permission from the appropriate college official
b. inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier
c. use of another individual's account number without permission
d. interference, electronically or otherwise, with other users of college computers
e. unauthorized use of computer resources for personal gain
f. use of another individual's programs or data without permission
g. viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on websites
h. unnecessary use (waste) of computing supplies
i. physical abuse of hardware
j. harassment of any kind
k. transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference
l. transmitting messages with abusive, profane, or offensive language
m. using computer resources for any purpose that is illegal, against college policy, or contrary to the best interest of the College
n. using computer resources to participate in Internet games, contests, or chat rooms or transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender
o. violation of copyright(s): Copyrighted materials may not be transmitted by individuals using the College email/Internet system. Users may not copy, retrieve, modify or forward copyrighted or licensed materials except with the owner's permission or as a single copy for reference only

**Level III: Any Level I or Level II Sanction, Expulsion, or Any Combination Thereof**

Level III violations include but are not limited to the following: **repeat offenses of any Level I or Level II violations, and**,

1. **Assault***
    a. any intentional physical contact of an insulting or provoking nature
    b. any physical abuse, intentional injury, or physical harm of another person
2. **Domestic or Intimate Partner Violence ***
    a. any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of a student
    b. willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner
3. **Disorderly/Improper Assembly**
    a. any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion which interferes with the normal operation of the College
    b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities
4. **Drug Possession and Use**
    a. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia on college premises
    b. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia during a college event
    c. being in a state of drug intoxication on any college premises or at any college events
5. **Hazing**
    a. any act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization
    b. any act intended to cause or actually causing physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above, or apathy or acquiescence in the presence of hazing
6. **Sexual Assault***
    a. Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.
7. **Sexual Harassment ***
    a. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:
        1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);

2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
3) Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment);

Note: A third party may also file a violation of the Code of Conduct under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

8. **Non-Consensual Sexual Contact***
    a. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
9. **Stalking ***
    a. Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
10. **Theft**
    a. taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the College) without the owner's permission
11. **Unauthorized Entry**
    a. unauthorized entry into any college building, office, parking lot, motor vehicle, or other facilities
    b. remaining in any college building after normal closing hours without proper authorization
12. **Weapons and Firearms**
    a. keeping, using, possessing, displaying, or carrying any weapon, firearm, ammunition, fireworks, incendiary or any type of explosive device or material, or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB or pellet guns, air-soft guns, stun guns, and paintball guns) on the College premise unless specifically authorized by the administration or as part of a college-sanctioned event
    b. using, possessing, displaying, or carrying any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons, or any devices which are used to threaten the

safety and well-being of a person on the college premise unless specifically authorized by the administration or as part of a college-sanctioned event

c. using, possessing, or displaying dartboard, darts, or any type of throwing knives

**13. Violations of Law**

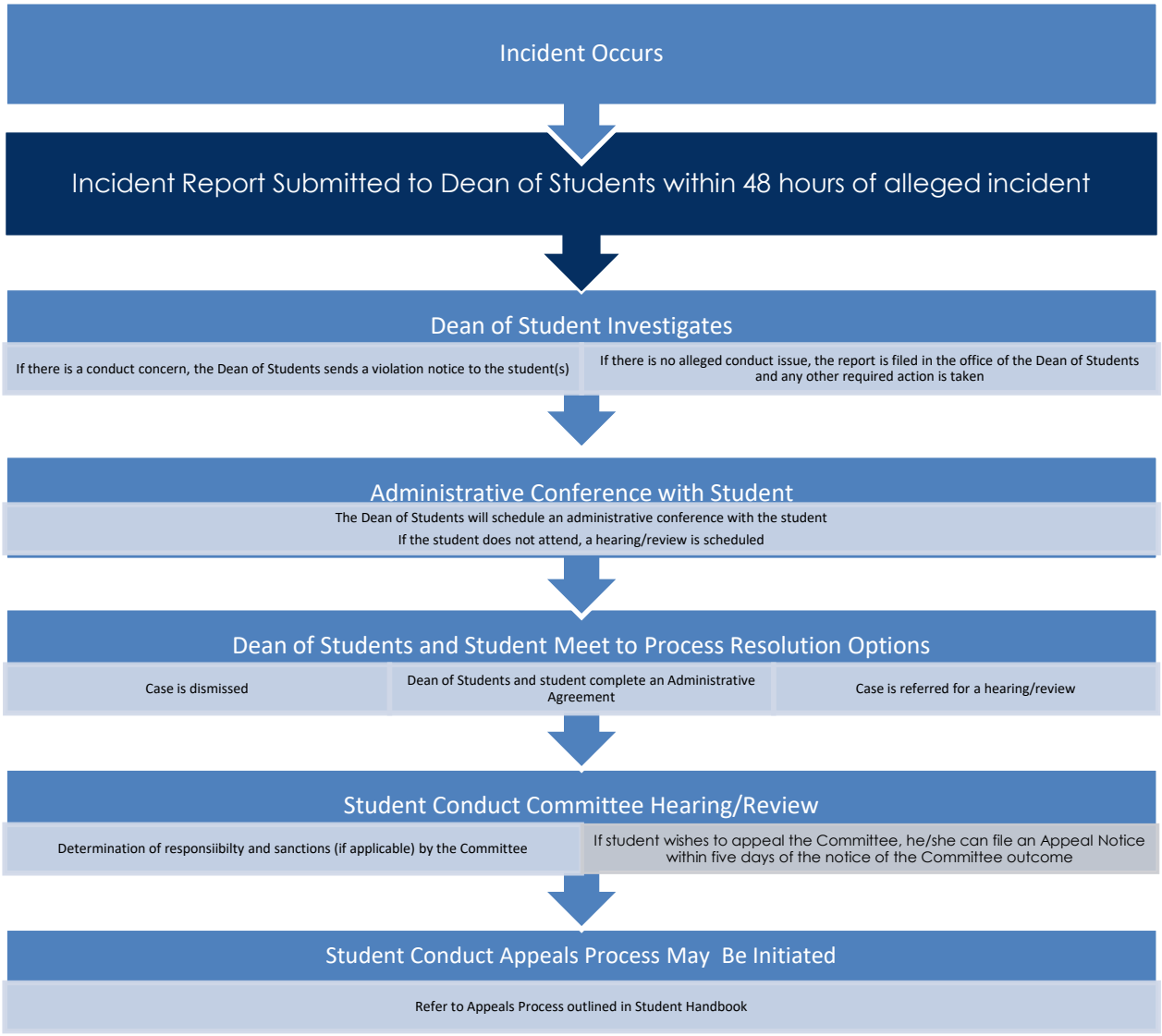
a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
    - occurs on any college premises
    - occurs in the context of any college event
    - occurs at any intercollegiate athletic event in which one of the College teams is participating, home or away
    - involves more than one member of the College community
    - otherwise adversely affects the College

* Even in the absence of a Complaint under the Sexual Misconduct Policy, the College reserves the right to pursue disciplinary sanctions for any act of sexual misconduct occurring on any of the College's campuses, at any event with which the College is affiliated, or which negatively effects the employment or educational environment of a member of the college community.

**Notification Process for Code of Conduct Violations**

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Dean of Students to respond to the charges in the following manner and a notification will be sent either via certified mail to the address on file with the Office of Enrollment Services or will be emailed to the student's official CACC email.

## Conduct Procedures




## Withdrawals during the Conduct Process

A student's withdrawal from the College does not absolve the student from student conduct responsibility. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Dean of Students or Disciplinary Committee, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College.

**Standards of Evidence**
The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or the President.

The Committee Chairperson, will inform the parties that the rules relating to evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant, immaterial, and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and other types of evidence may be admitted if the Dean of Students or Committee Chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other information offered at the hearing, the Dean of Students or Committee Chairperson will have the authority to determine the admissibility of the testimony or other information, and this decision shall be final and binding.

**Sanctions**
A student or student organization found responsible for violating the Student Code Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined after a review of the findings. Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Prior to issuing a sanction, it will be determined whether or not the accused student or student organization has any previous violations of the Student Code of Conduct. This may have an effect on the type and level of the sanction(s) to be imposed.

When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this section is intended to limit the imposition of those specific sanctions.

- **Disciplinary Reprimand**. This reprimand may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation**. This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled.

Provisions of the probationary period shall be determined and expressed by the Dean of Students or Disciplinary Committee.

- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **Educational Sanction**. An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program, and/or writing reaction papers on a specified topic.
- **Community Service**. Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned and completion of hours will be monitored be the Dean of Students or his/her designee.
- **Fines and Restitution**. Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.
- **Loss of Privileges**. Denial of specific privileges for a designated period of time.
- **Payment of Damages**. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.
- **Organizational Sanctions**. Loss of privileges, including College recognition, for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.
- **Disciplinary Suspension**. This suspension excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. If suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Facility Suspension**. A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion**. This sanction is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major

misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least two years from the date of expulsion.

- **Counseling/Substance Abuse Counseling**. Central Alabama Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. CACC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CACC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

**Interim Suspension**

In certain circumstances, the Dean of Students may impose a college suspension prior to a hearing. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property;
- to ensure the student's own physical or emotional safety and well-being;
- if a student poses a threat to themselves or others or
- if a student poses a threat of disruption of or interference with the normal operations of the College.

During an interim suspension, students may be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through official CACC email and/or certified mail or personal service.

**Confidentiality and Protection from Retaliation**

Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting in the investigation of a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion, or restraint by a student, employee, or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.

**Filing a False Report**

It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

**Student Conduct Hearing Procedures**

The Student Conduct Committee will be composed of faculty members (one of whom serves as chairperson) and non-faculty members. The Chairperson of the Committee will be the administrative officer of the Committee. The Chairperson's duties include:

- coordinating the times and place for the hearings with the Office of the Dean of Students;
- informing committee members of the times and places of committee meetings and hearings;
- ensuring a quorum of committee members are present at the hearing;
- coordinating communication to the student and witnesses with Office of the Dean of Students;
- maintaining of committee and hearing records, which will be kept on file in the Office of the Dean of Students, and informing, in writing, the appropriate person(s) of the decision of the Committee.

The Student Conduct Committee Chairperson will notify the student of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and disciplinary hearings will not be open to the public.

Members of the Committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of a chairperson that any member or members of the Committee be excluded from consideration of the case. Such a request must be for cause and brought to the Chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the Committee from consideration of the case, the President shall appoint a replacement. The replacement must meet the general requirement of regular committee members.

- Hearings will be held in a private, confidential area.
- Witnesses will be present only when providing information to the Committee.
- The Committee shall not have the power to require sworn testimony of witnesses. A witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- All procedural questions are subject to the final decision of the Committee chairperson.
- In the event a Complainant or Respondent (accused student) fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Committee. The hearing will be held and the Committee's determination shall be based on the evidence and information presented. If the Complainant or the Respondent is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the Chairperson of the Committee. If approved by the Chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the Chairperson does not approve the request, the student shall be notified of the Chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the

Complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

At the hearing, the Committee Chairperson will read the Student Code of Conduct Charges filed against the student and provide a copy of the Incident Report to the student and the Committee members. After the incident report and Code of Conduct charges are read into the record, the Complainant will have the opportunity to present oral information and offer other supporting information as he/she deems appropriate to his/her claim of the violation of the Code of Conduct. The Respondent (student against whom the violation of the Code of Conduct was filed) will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the his/her defense against the charges.

Any party to a Student Disciplinary Hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Respondent is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. The Dean of Students or Student Code of Conduct Committee members will not use an attorney unless the Respondent is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the Committee chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the Committee chairperson will have authority to make a final ruling on the objection.

**Report of Findings**

Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Complainant and each Respondent) of the findings of the Chairperson of the hearing committee, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties;
4. Findings of fact relevant to the violation of the Student Code of Conduct;

5. Regulations or policies relevant to the violation, and
6. Recommendation(s) arising from the violation of the Student Code of Conduct and the hearing.

In the event of a finding by the Student Conduct Committee that the violation of the Student Code of Conduct was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Complainant of any appeal that may be available to the Complainant. In the event of a finding that the Violation of the Code of Conduct was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal.

**Presidential Appeals**
The Complainant and Respondent will have the right to appeal the decision of the Student Conduct Committee to the President of Central Alabama Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the Committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), and conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the Committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the incident report, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the student disciplinary hearing. The President's report will be served to the Complainant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS website. (https://www.accs.edu/student-complaints/)

**SEXUAL MISCONDUCT POLICY**

The Sexual Misconduct Policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including but not limited to sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct, is contrary to the values of Central Alabama Community College (CACC) and is prohibited by college policies as well as local, state and federal laws, and the policies of the Alabama Community College System Board of Trustees. Sexual misconduct behaviors are harmful to the well-being of

the College community, the learning/working environment, and collegial relationships among students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

Central Alabama Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of college policy. All members of the College community are strongly encouraged to report any incidents of sex discrimination, sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator (s). Dr. Sherri Taylor, Dean of Students, serves as the Title IX Coordinator for student issues, and Tina Shaw, Executive Human Resources Director, serves as the Title IX Coordinator for employee issues. Violations may also be reported to any "responsible employee" as outlined in this policy.

Upon receipt of a report, the College will take prompt and effective action by providing interim measures to address issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct within a reasonable time frame. When a decision is made to open an investigation that may lead to disciplinary action, sufficient written details will be provided to the responding party about the allegations, including the identities of the parties, the specific section of the disciplinary code allegedly violated, the precise conduct allegedly constituting the violation and the date/location of the alleged incident. Sufficient time will be provided to the responding party to prepare a response before an initial interview about the incident.

Any rights or opportunities that the College makes available to one party during the investigation will be made available to the other party on equal terms.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of college policy, and must be reported to the Title IX Coordinator(s). A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

**Jurisdiction of the Policy**
This policy applies to related conduct occurring on the college's campuses, college sites, and college property, or at college-sanctioned events or programs that may take place off campus. Further, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the College community or the College as a whole, is covered under this policy.

**Individuals Covered by the Policy**
The policy applies to all members of the College community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity

with the College or on college property.

**Statement of Confidentiality**
The College encourages victims of sexual violence to talk to a college official regarding alleged incidents so that the support needed may be provided, and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

**Title IX Coordinator for Student Issues**
Dr. Sherri Taylor, Dean of Students
Alexander City Campus Administration Building (256) 215-4273

**Title IX Coordinator for Employee Issues**
Tina Shaw, Executive Human Resources Director
Childersburg Campus Administration Building (256) 378-2010

It is the responsibility of the Title IX Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be the responsibility of the Title IX Coordinator to implement appropriate interim steps for both the victim and the alleged perpetrator to preserve the safety and security of the victim and the College community.

The Title IX Coordinator(s) will assist students and employees in filing formal complaints and will work with the complainant to address any concerns. The Coordinator(s) will also assist the complainant in notifying CACC Security or local law enforcement authorities, if requested or deemed necessary. Additionally, the Coordinator(s) will assist the complainant in seeking appropriate assistance or making referrals by:

- Identifying health care options;
- Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- Discussing the options for seeking medical treatment;
- Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.

**Prohibited Conduct and Definitions**
The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct.

**Sexual Harassment**
Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances,

unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment);
- A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

**Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals, and such material, if used in an educational setting, must have an educational purpose;
- Unwelcome and inappropriate touching, patting, pinching, or obscene gestures;
- Letters, notes or electronic communications containing comments, words, or images of a sexual nature;
- Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

**Consensual Relationships**

Central Alabama Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed unprofessional because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Central Alabama Community College regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students as inappropriate. The College urges all faculty and staff members to refrain from beginning or

continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members. Instructors and staff members are hereby on notice that any violation of this policy leading to an allegation of sexual harassment may result in disciplinary action up to and including termination. Faculty or staff members must also be aware that Central Alabama Community College is potentially liable if sexual harassment can be proven.

**Sexual Assault**
Having or attempting to have sexual contact with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

- **Non-Consensual Sexual Contact**. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
- **Non-Consensual Sexual Penetration (commonly referred to as rape).** Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.
- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses**
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape.** Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling.** Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law is defined as incest.
- **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent is statutory rape.
- **Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact is sexual exploitation. Examples include, but are not limited to: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved, and voyeurism (i.e., spying on others who are in intimate or sexual situations).

- **Dating Violence.** The term dating violence is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships.
- **Stalking.** Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- **Domestic or Intimate Partner Violence.** Domestic or intimate partner violence is often referred to as dating violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person. It includes any incident resulting in the abuse, assault, harassment or the attempt or threats (sexual or otherwise) thereof, between families, households or dating or engagement relationship members. Domestic or intimate partner violence includes any physical, sexual, or psychological harm against an individual by a current or former partner or spouse or relationship member or the willful intimidation, threats, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner.

**Other Definitions and Terms**

- **Consent.** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.
- **Incapacitation.** Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions, a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.
- **Victim.** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action is a victim.
- **Complainant.** A victim who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated is the complainant.
- **Respondent.** The individual(s) who is accused of a prohibited conduct is the respondent.
- **Confidentiality.** The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All college employees who are involved in the

College Title IX response process have received specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.

- **Responsible Employees**. A "responsible employee" or "mandatory reporter" is a college employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Responsible employees at the College include:
    - Title IX Coordinators
    - Security Officers
    - Full-time Faculty, Staff, and Administrators

When a victim tells a responsible employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator(s), the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

A responsible employee must report all relevant details about the alleged sexual violence shared by the victim including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts that the College needs to determine what happened, including but not limited to the date, time and specific location of the alleged incident, to the Title IX Coordinator(s). To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the response of the College to the report.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including requesting that the College fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

**Bystander Intervention**

Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

- notice the problem
- understand that the problem demands actions;

- feel responsibility to act;
- choose what form of assistance to provide, and
- respond.

**Requesting Confidentiality from the College**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the obligation of the College to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. There are times when the College may not be able to honor a victim's request especially if safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the ability of the College to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its annual security report in accordance with the Cleary Act requirements.

It shall be the responsibility of the Title IX Coordinator(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator(s) will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
    - There have been other sexual violence complaints about the same alleged perpetrator;
    - The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
    - The alleged perpetrator threatened further sexual violence or other violence against the victim or others;
    - The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the response of the College. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or college employees, will not be tolerated. The College may not

require a victim to participate in any investigation or disciplinary proceeding. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these services); page 80.
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus police or local law enforcement and provide the victim with assistance if the victim wishes to do so.

The College is under a continued obligation to address issues of sexual violence campus-wide therefore reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action; such as, increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/victimization surveys; and/or revisiting college policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

**Privacy and confidentiality have distinct meanings under this policy.**

- **Privacy.** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
- **Confidentiality.** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- **Requests for Confidentiality.** Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX Coordinator(s) or requests that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for the College community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is

unable to take action consistent with the request of the complainant, the Title IX Coordinator(s) will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

**Privileged and Confidential Communications**
There are other reporting and confidential disclosure options available to students and employees should they become a victim of sexual violence or harassment. The College encourages victims to talk to professional, licensed counselors and referral agencies who provide mental-health counseling and support to members of the College community if they do not wish to make a report to the College. These individual(s) are not required to report any information about an incident to the Title IX Coordinator(s) without a victim's permission.

**Note:** A victim who speaks to a professional counselor or agency resource group must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, with the permission of the victim, these counselors and advocates may contact the College to assist in the victim receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and have the incident fully investigated. These counselors and advocates can provide the victim with assistance if the victim wishes to change his or her mind.

It is further noted that while these professional counselors, agency resource groups, and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case.

Please be advised that the College is required by law to notify local law enforcement and the local agency for child protective services when a report involves suspected abuse of a minor under the age of 18.

Additionally, if the College determines that an alleged perpetrator(s) poses a serious and immediate threat to the College community, a timely warning to the College community will be issued. Any such warning will not include information that identifies the victim.

**Interim Measures**
Immediately upon notice of an incident, the College will address interim measures, which are individualized services offered as appropriate to either or both the reporting and responding parties prior to the investigation or while an investigation is pending. These measures include

referrals to counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restriction on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of campus and other similar accommodations. The Title IX Coordinator(s) is responsible for coordinating the interim measures for each party.

The College will also make every effort to assist the victim in the situation in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On-campus advocates, which include the College Student Services staff and Title IX Coordinators, will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims. Assistance may be obtained through the following resources.

**Title IX Coordinator for Students**
Dr. Sherri Taylor, Dean of Students
Alexander City Campus
Administrative Building
1675 Cherokee Road
Alexander City, Alabama 35010
(256) 215-4273
staylor@Cacc.edu

**Title IX Coordinator for Employees**
Tina Shaw, Executive Director of Human Resources
Childersburg Campus
Administrative Building
34091 US Highway 280
Childersburg, Alabama 35044
(256) 378-2010
Tshaw5@cacc.edu

**Campus Security**
Alexander City: Administration Building (256) 596-0058
Childersburg: Building A (256) 596-0054
Talladega: Administrative Offices (256) 596-0061
Pratt's Mill: Administrative Offices (256) 596-0010

**Coordinator of Safety and Security**
Gary Arrington
Alexander City Campus
1675 Cherokee Road
Alexander City, AL 35010
Administrative Building
(256) 596-0063
garrington@cacc.edu

**Note: Campus Police officers work in coordination with local law enforcement agencies throughout the College service area and have the authority to make arrests.**

**College Safety Officer**
Dr. Sherri Taylor, Dean of Students
Alexander City Campus
Administrative Building
1674 Cherokee Road
Alexander City, Alabama 35010
(256) 215-4273
staylor@Cacc.edu

**College Resources**
Office of Dean of Students
Stacy Morgan, Administrative Assistant to the Dean of Students
Administration Building, Alexander City Campus
(256) 215-4275
Smorgan13@cacc.edu

Office of Dean of Workforce Development
Dr. Douglas Flor, Dean of Workforce and Economic Development
Betty Carol Graham Technology Center, Alexander City Campus
(256) 215-4319
dflor@cacc.edu

Office of Associate Dean of Student Services
Glenda Bland, Associate Dean of Student Services
Administration Building, Alexander City Campus
(256) 215-4302
gbland@cacc.edu

Office of Dean of Academic Programs
Danny Coleman, Dean of Academic Programs
Building A, Childersburg Campus
(256) 378-2022
dcoleman@cacc.edu

Melody Borden, Administrative Assistant to the Dean of Academic Programs
Building A, Childersburg Campus
(256) 378-2087
mborden@cacc.edu

Human Resources
Tina Shaw, Executive Director of Human Resources
Building A, Childersburg Campus
(256) 378-2010

tshaw5@cacc.edu

Talladega Center Student Services Office
LaResea Embry, Administrative Coordinator of Student Services
(256) 480-2090
lembry@cacc.edu
Paige Scott, Math Instructor
Talladega Center
(256) 480- 2074
sscott@cacc.edu

Melody Steele, Enrollment Specialist
Pratt's Mill Center
(334) 380-9600
msteele@cacc.edu

Brandy Mitchell, English Instructor
Pratt's Mill Center
(334) 380-9597
bmitchell@cacc.edu

**Community Resources**

- Alexander City Police Department (256) 234-3421
- Childersburg Police Department (256) 378-7860
- Prattville Police Department (334) 595-0208
- Talladega Police Department (256) 362-4162
- Alabama Coalition against Domestic Violence (334) 832-4842
- Alabama Statewide Domestic Violence Hotline (800)650-6522
- National Domestic Violence Hotline (800) 537-2238
- Alexander City
    - Crisis Service Helpline (256)716-1000
    - Bradford Health Services (888) 577-0012
    - Healing Hearts Counseling (256) 279-5869
    - Nan Coley Murphy Counseling Center (256) 329-8463
    - Lake Martin Family Therapy (256) 392-3002
- Childersburg
    - Crisis Service Helpline (256) 716-1000
    - Bradford Health Services (888) 577-0012
    - AltaPointe Health (256) 245-2201
    - AltaPointe Counseling Services (256) 245-1340
- Prattville
    - Crisis Service Helpline (256) 716-1000
    - Bradford Health Services (888) 577-0012
    - AltaPointe Health (256) 245-2201
- Talladega
    - Crisis Service Helpline (256) 716-1000

- Bradford Health Services (888) 577-0012
- AltaPointe Health (256) 362-8600

**Medical Facilities**

- Russell Medical Center, Alexander City (256)329-7100
- Coosa Valley Medical Center, Sylacauga (256) 401-4000
- Citizens Baptist Medical Center, Talladega (256) 362-8111
- Prattville Baptist Hospital, Prattville (334) 365-0651

**Ongoing Assistance**

The Student Services staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with appropriate academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

**Reporting Procedures**

The following procedures are in place at Central Alabama Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action 1) complaints, and 2) grievances.

**Complaint Procedures (Informal Resolution)**

Students or employees who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator(s). Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. Timely reporting maximizes the ability of the College to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator(s). If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The ten (10) day request is in no way intended to limit a complainant's right to assistance after that time period but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated Title IX Coordinator to attempt to secure a solution to the complaint. The Coordinator will meet with the parties involved and where

appropriate attempt to solve the problem or address the concern in an informal session. Both parties must consent to move towards an informal resolution. Informal resolution covers a wide range of options, including facilitated dialogue, confliction resolution, and restorative justice. If, after discussion, it is determined that the complaint can be resolved immediately, the Coordinator will take action to resolve the complaint and will submit a written report to the President within ten (10) working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

Once a decision is made to open an investigation that may lead to disciplinary action, sufficient written details will be provided to the responding party about the allegation, including the identities of the parties, the specific section of the disciplinary code allegedly violated, the precise conduct allegedly constituting the violation and the date/location of the alleged incident; sufficient time should be provided to the responding party to prepare a response before any initial interview.

If appropriate, the Title IX Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her after providing written notice of the details as described above.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide interim actions before a final resolution to the complaint has been reached. Interim actions to ensure safety and security and provide assistive services may include but not be limited to:

- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision;
- Adjusting work environment or job assignments, and
- Providing medical services.

The Title IX Coordinator(s) will be responsible for the implementation of interim measures and coordinating them with appropriate offices.

Any rights or opportunities that the College makes available to one party during the investigation will be made available to the other party on equal terms.

**Associated Rights**
CACC will afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on campus or off-campus during a college sanctioned activity, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Complaint and Hearing Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including:
    - The importance of preserving evidence for proof in criminal proceedings;
    - To whom the offense should be reported;
    - Options for reporting to law enforcement; college officials will assist victims in reporting to the appropriate authorities;
    - The right to decline to report to law enforcement;
    - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy.
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College.
- Proceedings will be conducted by officials who receive annual sexual violence training and training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
    - The outcome of any college disciplinary proceeding;
    - The procedures for the accused and the victim to appeal the results of the proceeding;
    - Any change to the results;
    - When such results become final.
- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

**Sanctions Imposed by Title IX Coordinators**

During the complaint process, the Title IX Coordinator will have the authority to impose any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand.** A reprimand is a written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion form privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the

probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.

- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct are no contact orders.
- **Cease and Desist Orders.** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College).
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
    - Counseling or training;
    - Written warning;
    - Reprimand;

All sanctions imposed by the Title IX Coordinator must be approved by the President. If a student complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance, and the President will designate a qualified, unbiased person or committee to conduct a grievance hearing.

**Hearing Procedures**

The hearing officer and/or committee members will generally be employees of Central Alabama Community College. However, the President will have the discretion to select individuals that are not Central Alabama Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer

other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours' notice if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

**Standards of Evidence**
The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or the President.

***Report of Findings***
Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Regulations or policies relevant to the grievance, and

6. Recommendation(s) arising from the grievance and the hearing.

**Sanctions and Recommendations Imposed by Hearing Committee**

*Sanctions and Recommendations Imposed by Hearing Committee include but are not limited to*

- **Reprimand.** A reprimand is written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Suspension.** Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean of Academic Programs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.
- **Expulsion.** An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean of Academic Programs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
    - Counseling or training;
    - Written warning;
    - Reprimand;
    - Suspension with or without pay;

- Demotion;
- Termination;
- Other requests of the victim as deemed appropriate.

**Resolution of Grievance**
In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal or if the College is the Respondent, the Dean of Students will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

**Presidential Appeals**
The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

4. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the committee report and
5. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
6. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS website. (https://www.accs.edu/student-complaints/)

**Non-Retaliation Requirement**
No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may

result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

**Filing a False Report**
It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

**Coordination with Law Enforcement**
The College encourages complainants to pursue criminal action for incidents of sexual assault, sexual violence, intimate partner violence, stalking or other conduct that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

**Records**
The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of an offending or respondent student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of an offending or respondent student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

**Prevention and Education**
CACC is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the Sexual Misconduct Policy; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about college Sexual Misconduct Policy and prevention measures that may be utilized;
- Information regarding the Sexual Misconduct Policy on the College website;
- Information on bystander intervention, and
- Implementation of a campus sexual misconduct awareness campaign.

**Training**
Central Alabama Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College Professional Development process and through external resources when appropriate.

## HELPFUL INFORMATION

**Bystander Intervention Tips**

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator of distract him or her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call 911 then Campus Security.

**Prevention Tips**

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

**Warning Signs of Dating/Relationship Violence**

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

## TITLE IX

It is also the policy of Central Alabama Community College to be in accordance with Title IX of the Education Amendments of 1072, which provide that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Students with concerns should contact Dr. Sherri Taylor, Title IX Coordinator, and employees with concerns should contact Tina Shaw, Title IX Coordinator.

## COMPLAINT AND GRIEVANCE PROCEDURES

Central Alabama Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Central

Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

**Student Complaint Procedures**

For purposes of this policy, a complaint will mean a specific event, activity or occurrence within the scope of the authority of the College administration or faculty about which an individual has a specific concern.

1. Complaints Related to Academic Matters: Complaints involving academic disputes must follow the academic policies of the college found in the Student Handbook and College Catalog at pages 110 and 79, respectively.
2. Student Complaints Related to Disability: Students with complaints related to a disability are encouraged to report incidents in writing within ten (10) working days of the occurrence of the event prompting the complaint. Complaints related to a disability should be reported to the ADA Coordinator(s) (Tiffanie Character for Alexander City and Pratt's Mill or Leslie Mitchell for Childersburg and Talladega).
3. Student Complaints Related to Title IX: Students who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator(s). Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. Timely reporting maximizes the ability of the College to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator(s). If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator. Please refer to the *Sexual Misconduct Policy*.
4. Other Types of Student Complaints. Students with complaints related to any other matter are encouraged to report concerns in writing within ten (10) working days of the occurrence of the event prompting the complaint.
    a. If a student complaint can be resolved immediately and informally after discussion between the student and the respective college official, the College official will take action to resolve the complaint. The college official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint. The College official will provide a copy of the written report to the official's supervising administrator and to the Dean of Students.
    b. If the student's complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report, a "Plan of Resolution," to the Dean of Students. The report will be submitted within ten (10) business days of the receipt of the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance within fifteen (15) business days with the Dean of Students.

**General Grievance Procedures**
A student who submits a written complaint to the appropriate college official and who is not informed of a satisfactory resolution or Plan of Resolution of the complaint within ten (10) business days of the complaint then has the right to file a grievance with the Dean of Students within fifteen (15) business days. Grievance Procedure Forms are available online at www.cacc.edu and in the Office of Dean of Students.

The written grievance statement will include at least the following information:

1. Date the original complaint was reported,
2. Name of person to whom the original complaint was reported,
3. Facts of the complaint, and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Dean of Students.

**Investigation Hearing and Findings**
The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Dean of Students to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant and Respondent of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The Dean of Students will report the grievance findings to the Grievant and Respondent by either personal service or certified mail sent to the Grievant' s and Respondent's respective home address.

**Investigation Procedures**
The Dean of Students will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation, the Dean of Students will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Dean of Students will be stated in a written report which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties will have the opportunity to file written objections to any of the factual findings and to make their objections part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations and policies will also be prepared by the Dean of Students for the hearing record. If the Dean of Students finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant and Respondent of the Dean of Students report, the Grievant and Respondent will have five (5) business days to notify the Dean of Students whether or not the Grievant or Respondent demands a hearing on the grievance. The failure by the Grievant or Respondent to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing by the party failing to request a hearing. However, the Dean of Students may, nevertheless, at his or her discretion schedule a hearing on the grievance if doing so would appear to be in the best interest of the College. In the event that no hearing is to be

conducted, the Dean of Students report will be filed with the President, and a copy provided to the Grievant and each Respondent.

**Hearing Procedures**

In the event that either party requests a hearing within the time frame designated by the Dean of Students, the President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Central Alabama Community College. However, the President will have the discretion to select individuals that are not Central Alabama Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours notice if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded by an electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

**Standards of Evidence**
The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or the President.

**Report of Findings**
Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Regulations or policies relevant to the grievance, and
6. Recommendation(s) arising from the grievance and the hearing.

**Resolution of Grievance**
In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal or if the College is the Respondent, the Dean of Students will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

**Presidential Appeals**
The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

7. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the committee report and
8. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the committee report, the right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
9. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to

hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form. Please refer to the ACCS Student Complaint Process found on the ACCS website. (https://www.accs.edu/student-complaints/)

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. These procedures provide for rapid notice to law enforcement and senior administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for same persons to determine the appropriate segment or segments of the campus community to be notified and the content of the notification.

In the event of a serious incident that poses an immediate threat to members of the College community, the College has systems in place for quickly communicating information. Some or all of these methods of communication may be activated in the event of an immediate threat the College community. These methods of communication include SchoolCast, which is the emergency notification system that utilizes voice messages to phone numbers, text messages to cell phones, and e-mail messages.

The following individuals are responsible for carrying out the emergency response and evacuation procedures: the President, Dean of Financial Services, Dean of Academic Programs, Dean of Economic and Workforce Development, Dean of Students, and Safety and Security Coordinator.

### Institution Procedures to Test the Emergency Response and Evacuation Procedures

Central Alabama Community College will conduct annual emergency response and evacuation procedures drills. The drills will be conducted on each campus and center and procedures will be publicized annually. The Dean of Students will organize the drill in conjunction with the Office of Safety and Security. The exercise will be documented by the Office of Safety and Security and include a description of the exercise along with the date and time of the exercise and whether it was announced or unannounced. Local law enforcement will be notified when the annual drill is going to take place as well as the results of the drill. The Dean of Students and Office of Safety and Security will meet for a debriefing after each drill.

A performance evaluation of each instance in which the Emergency Plan and emergency response and evacuation procedures is activated will be completed following the emergency. The evaluation will examine the cause of the emergency, possible preventative measures, the response of the employees and the effectiveness of the procedures currently in place. The evaluation will also

include recommendations for improvement. The Emergency Response and Evacuation Procedures will be evaluated annually with a report being made to Executive Committee. The evaluation will include a review of the written plan and a copy of the performance evaluation of all instances in which the Emergency Plan was activated.

## ANNUAL DISCLOSURE OF CRIME STATISTICS

As required by federal law, CACC yearly crime statistics for this report are compiled on a calendar year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to the CACC Office of Safety and Security, designated campus officials (including but not limited to directors, deans, department heads, Division of Student Services staff, and advisors to students, security personnel, and athletic coaches). In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, sexual misconduct, and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by CACC as well as public property within or immediately adjacent to and accessible from the campus are collected from the Alexander City Police, Childersburg City Police, Talladega City Police, Prattville City Police, and Tallapoosa, Autauga, and Talladega Sheriff Departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.
NOTE: Pratt's Mill Center crime statistics will be added to the report in 2020 based upon opening date of the center.

## Central Alabama Community College Crime Statistics 2016-2018
## Alexander City Campus On- Campus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 1 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 1 | 0 | 0 |
| Liquor Law Violation | 1 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Alexander City Campus Noncampus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

| | | | |
|---|---|---|---|
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Alexander City Campus Public Property

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Childersburg Campus On-Campus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 1 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Childersburg Campus NonCampus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |

| | | | |
|---|---|---|---|
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Childersburg Campus Public Property

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 1 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Talladega Campus On-Campus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Talladega Campus Noncampus

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |

| | | | |
|---|---|---|---|
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

## Talladega Campus Public Property

| Criminal Offense | 2016 | 2017 | 2018 |
|---|---|---|---|
| Murder/Non-Negligent manslaughter | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Sex Offenses - Forcible | 0 | 0 | 0 |
| Sex Offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 |
| **Arrests** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| **Disciplinary Referrals** | | | |
| Illegal Weapons Possession | 0 | 0 | 0 |
| Drug Law Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |

This report has been produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, formerly know at the Student Right to Know Act of 1990. To additional information, please contact the Office of Student Services on the respective campus or the Safety and Security Coordinator at 256-596-1611.

## EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues.

Employee inquiries concerning reasonable accommodations may be directed to the Tina Shaw, Executive Human Resources Director, in the Human Resources Office. Complaint and grievance procedure forms are available in the Human Resources Office. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Tina Shaw, Title IX Coordinator for employee issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Central Alabama Community College are:

**Student Contact**

**Dr. Sherri Taylor**
**Title IX Coordinator**
**Central Alabama Community College**
**1675 Cherokee Road**
**Alexander City, AL 35010**
**256-215-4273 PHONE**
**256-215-4268 FAX**
**staylor@cacc.edu**

**Employee Contact**

**Tina Shaw**
**Title IX Coordinator**
**Central Alabama Community College**
**34091 US Highway 280**
**Childersburg, AL 35044**
**256-378-2010 PHONE**
**256-378-2097 FAX**
**tshaw5@cacc.edu**

**Region Four Office of Civil Rights**
**U.S. Department of Health and Human Services**
**Sam Nunn Atlanta Federal Center Suite**
**16770 61 Forsyth, St. S. W.**
**Atlanta, Georgia 30303-8909**
**800-368-1019 PHONE**
**404-562-7881 FAX**
**800-537-7697 TDD**