

*SOUTHERN UNION STATE
COMMUNITY COLLEGE*

2023

**Annual Campus
Security/Fire Report**



Table of Contents	2-3
Campus Locations	4
Mission Statement	4
Campus Police Authority and Arrest Powers	4
Relationship with Federal, State and Local Law Enforcement Agencies	5
Reporting Criminal Actions or Other Emergencies	5-6
Non-Law Enforcement Security Officials	5-6
Reporting Emergencies on Campus	6-7
Emergency Procedures	7-8
Reporting Off-Campus Crimes and Other Emergencies	8
Emergency Operation Training and Drills	8
Southern Union Police Department Response to Crime	10
Code of Conduct Process for Students	10
Complaint Process for Employees	10-11
Crisis and Urgent Communications	11-12
Security of Personal Property	12
Security and Access to Campus Facilities	12-13
Safety and Security Programs	13
Campus Crime Statistics Disclosure	13-14
Monitoring Campus, Non-Campus and Public Property for Criminal Activity	13
Daily Crime Log	13-14
Clery Act Definitions	13-16
Confidentiality	15
Wadley Campus Crime Statistics	16-20
Opelika Campus Crime Statistics	20-24
Valley Campus Crime Statistics	24-28
Hate Crimes/Notifications to Victims of Crime of Violence	27-28
Sex Offender Registry	28
Sexual Offenses	28

Sexual Assault Elimination Act	29
Instructions for Sexual Assault Victims	30-31
How to be an Active Bystander	31
Risk Reduction	32
Protection from Abuse Orders	32
Drug and Alcohol-Free Campus	32-42
Missing Student Policy	43-44

Southern Union State Community College Campus Locations:

Wadley Campus

750 Roberts Street
Wadley, Alabama 36276
1-256-396-2211

Opelika Campus

301 Lake Condy Road
Opelika, Alabama 36801
1-334-745-6437

Opelika Downtown Campus

701 Railroad Ave.
Opelika, AL 36801
1-334-749-9100

Valley Campus

321 Fob James Drive
Valley, AL 36854
1-334-756-4151

Southern Union State Community College Campus Police Mission Statement

The Southern Union State Community College Police Department exists to protect life and property, maintain a successful parking and traffic system, prevent crime, and be of general service to the campus community.

The Southern Union State Community College Police Department is available to meet the many diverse needs of the campus community. As professionally trained individuals SUPD officers can offer the necessary assistance in emergencies, either directly or through communication with both SUPD personnel and other agencies. Being commissioned, sworn police officers, SUPD officers provide the authority to maintain the peace and safety of all campus residents, students and visitors and bring a sense of security by creating a safe environment on all SUSCC campuses.

Southern Union State Community College Police Department Authority and Arrest Powers

The SUSCC Police Department provides full police service to the campus community. The police officers are vested with all the powers, authority, and responsibility of any police officer of the state on property

owned or operated by the college, or in any circumstance in which an arrest by a police officer without a warrant is authorized by law. (Code of Alabama 16-47-10).

SUSCC also utilizes off duty police officers / deputy sheriffs from other agencies.

SUSCC also utilizes non-sworn security officers to assist with non- law enforcement activities. They do not have powers of arrest. Further, they wear a uniform consisting of navy shirts, and are clearly identified as security officers.

SUSCC PD’s Relationship with Federal, State, and Local Law Enforcement Agencies

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

Reporting Criminal Actions or Other Emergencies

We encourage all victims to promptly and accurately report all crimes or emergencies to the Campus Police.

- Wadley Campus 1-334-328-9793
- Opelika Campus 1-334-328-9392
- Valley Campus 1-334-328-9392

Note: All 911 calls for service will go directly to the local 911 operator for the area and be routed to SUSCC Campus Police

When reporting crimes to Campus Police or 911, please provide the following:

- Location
- Call Back Phone Number
- Type of Incident
- Information Relating to immediate dangers
- Descriptions of offender(s)

Non-Law Enforcement Campus Security Officials

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

Wadley Campus	
, Associate Dean of Instruction	256-395-2211 Ext: 5105
Derika Griffin, Associate Dean of Students	256-395-2211 Ext: 555
Sonja Fincher, Dance	256-395-2211 Ext: 5185

Mary John Brown, Nursing	256-395-2211 Ext: 5195
, Residence Hall	256-395-2211 Ext: 5171
, Student Life	256-395-2211 Ext: 5152
Shondae Brown, Director of Public Relations	256-395-2211 Ext: 5145
Lakesha Barnett, Director Human Resources	256-395-2211 Ext: 5102
William Brown, Athletics Director	256-395-2211 Ext: 5165
	256-395-2211 Ext: 5813
Opelika Campus	
Linda North, Dean of Academics	334-745-6437 Ext: 5402
Steve Simpson, EMS Director	334-745-6437 Ext: 5533
Eric Sewell, Dean of Tech/Workforce Development	334-745-6437 Ext: 5380
Gary Branch, Dean of Student Development	334-745-6437 Ext: 5351/6351
Rhonda Davis, Dean of Health Sciences	334-745-6437 Ext: 5511
Nancy Bramlett, Director of Distance Ed.	334-745-6437 Ext: 5516
Vertina Grubbs, Student Life	334-745-6437 Ext: 5353
Melinda Clanton, Asst. to Dean of Health Sciences	334-745-6437 Ext: 5514
Norma Jones, Student Development	334-745-6437 Ext: 5404
Brandi McCoy, Nursing	334-745-6437 Ext: 5544
Opelika (Downtown) Campus	
Gail Sadler, Cosmetology	334-749-9100 Ext: 5601
Marquita Wright, Cosmetology	334-749-9100 Ext: 5604
Valley Campus	
Robin Brown, Asst. Dean of Institutional Effectiveness	334-756-4151 Ext: 5204
Mercedes Pena, Receptionist	334-756-4151 Ext: 5200/5203

Dorm Fire CSA's

Residence Hall	
	256-276-2139
Dorm Sub	256-276-2139
Campus Police	334-328-9793

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

Reporting Emergencies on Campus

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

1. Reporting of Emergencies - On Campus

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

- (a) call the paramedics at 911;
- (b) call the Campus Police on the perspective campus.

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

- (a) activate the fire alarm or otherwise notify occupants to vacate the building;
- (b) call the fire department at 911;
- (c) call the Campus Police on the perspective campus.

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

- (a) call 911 and the Campus Police on the perspective campus.

D. Maintenance Emergencies: In case of maintenance emergencies, (a) call maintenance at 256-395-2211; (b) call the Campus Police on the perspective campus.

Emergency Procedures

1. Criminal Acts

- A. The Campus Police Department has primary jurisdiction for response, and investigation of all criminal actions on campus property.
- B. To report a crime, notify Campus Police on the perspective campus.

2. Medical Emergencies

- A. Call 911 to summon emergency medical assistance.

3. Fire

- A. Call 911 to report a fire.
- B. Fire Extinguishers are located in common areas on all floors of campus buildings.

4. Emergency Procedures - Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building. During fire events, do not use

elevators. In the event of a building evacuation, a rally point will be identified in the emergency evacuation warning.

5. Emergency Procedures - Tornado Warning

- A. Campus Police will send SchoolCAST emergency notifications when a tornado warning is issued by the National Weather Service.
- B. All members of the campus community should take shelter in the lowest floor of the building, away from windows and doors.
- C. When the tornado threat is over, the all-clear will be given by the Campus Police and normal activities will resume.
- D. Do not send people home during a tornado watch or warning.

Reporting Off-Campus Crimes and Other Emergencies

Victims and witnesses to criminal activity occurring off campus should contact the appropriate agency for the jurisdiction:

- Wadley Police Department at 256-395-2261 or 911
- Opelika Police Department at 1-334-705-5200 or 911
- Valley Police Department at 334-756-5200 or 911
- Alabama State Troopers at 205-553-5531

Emergency Operation Training and Drills

General Emergency Information

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

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

Emergency Response Exercises/Training

Active Shooter Exercise	Held On Wadley Campus	09/09/2023	Campus PD & Local LE
Use of Force Training	Held On Wadley Campus	09/09/2023	Campus PD & Local LE
Emergency Response Training	All Campuses	Continuing	Students/Faculty/Staff

Southern Union State Community College Police Department Response to Crime

Victims of crime are encouraged to report offenses to the Campus Police. Our officers will conduct a complete and thorough investigation of the event. If the victim desires to press charges, information will be presented to a magistrate, who determines if there is probable cause to issue a warrant. SUSCC

Police Officers will assist the victim in obtaining the warrant. Additionally, a SUSCC Police officer is available to assist the victim during all stages of the court process.

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

Derika Griffin, Associate Dean of Students	All Campuses	256-395-2211
Jimmy Holmes, Chief of Police	All Campuses	256-395-2211
Randy Burroughs, Assistant Chief of Police	Opelika Campus	334-745-6437
Randy Burroughs, Assistant Chief of Police	Valley & Downtown Campus	334-745-6437

Code of Conduct Process for Students

Disciplinary Procedure

College disciplinary procedures assure the student's right to procedural and substantive due process and safeguard personal and confidential information concerning the student. The College disciplinary procedures need not conform to the strict behavior of a civil courtroom; however, student(s) shall be treated fairly and shall be given the opportunity to respond to accusations. Procedures and rules have been developed to ensure fair hearing and appeal.

The Associate Dean of Students makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee where the fundamental elements of due process are followed through a fair and reasonable hearing. The Dean may suspend a student at any time pending a formal hearing if, in his/ her opinion, the presence of a student on campus would seriously disrupt the normal operation of the College. The Associate Dean of Students is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions. Incident Report Forms should be completed for all non-academic violations. The forms can be obtained from the Campus Police or accessed from the Campus Police's link on the college's website and submitted online.

Alleged violations of College regulations, with the exception of those related to academic matters, must be filed in writing with the Campus Police or the Associate Dean of Students in order to initiate disciplinary review. Alleged violations of an academic nature must be filed in writing with the Dean of Academics. Any member of the College community may report an alleged violation against a student or group of students for non-academic misconduct affecting the College or its operations.

For more information concerning Code of Conduct actions, see <https://www.suscc.edu/current-students/college-catalog-and-student-handbook.cms>.

Complaint Process for Employees

In circumstances in which the offender is a school employee, victims may file a complaint with Human Resources in place of or in addition to criminal charges. These complaints may be submitted to:

Sandra Hughley, Director of Human Resources, 256-395-2211.

The victim of a crime who does not want to pursue action within the College's judicial system or the criminal justice system may still consider making a report to a Campus Security Authority. A student or employee can notify any Campus Security Authority about a crime and they can file an internal report without revealing their identity.

The College cannot guarantee confidentiality; but does guarantee privacy. The purpose of a confidential report is to comply with the reporting individual's wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. Further options will be discussed with the reporting party. With such information, the college can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Crisis and Other Urgent Communications

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

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

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

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

A **CRIME ALERT** may be disseminated campus-wide using a variety of methods that include official SUSCC e-mail, advisory posters placed at building entrances and inside locations frequented by

members of the campus community, the Police Department web page, and via social media such as Facebook and Twitter. Sometimes an alert may be isolated to certain areas of the campus because the threat to the entire campus is negligible.

Emergency Notifications If a potentially life-threatening emergency exists that necessitates an urgent notification to the campus community, such as a tornado warning or active shooter, the institution's SchoolCAST Emergency Notification System will be used. This message will be promulgated through text messages, and emails. The SchoolCAST Campus Notification System may also integrate messages with Facebook and Twitter. The way an individual SchoolCAST messages, is entirely their decision. Emergency notifications can be sent by the Police Department when deemed appropriate.

The SUSCC Emergency Alert Notification Service is a FREE service provided to all students that sends alert notifications to cell phones, home phones, pagers, and email informing students of College closings and class cancellations due to emergency situations such as hazardous weather conditions.

All currently enrolled students already have an account that is setup in the system. Contact information was based on the information provided on the Admissions Application. It is important that each student verifies his/her information and makes the necessary updates so alerts are sent to the correct phone numbers.

Students will be responsible for updating contact information and prioritizing the calling order in which emergency notifications are received. Updates can be made by typing in www.myschoolcast.com in any Internet browser address bar.

For technical assistance please contact our helpdesk at bdavis@suscc.edu.

Each student, staff and faculty member are strongly urged to sign up for this service.

Security of Personal Property

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

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

Campus facilities are locked and unlocked by the Campus Police and/or Maintenance according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are 7:15am – 4:30pm M-TH and 7:15am-12pm Fridays. This excludes summer semester when normal operating hours are M-TH 7:15am-5:30pm.

(Buildings not scheduled for classes or a special event are closed.)

As a rule, no one should be in college buildings after normal operational hours. The Campus Police have been instructed not to open buildings or allow people to remain in campus buildings after hours.

Students, faculty, or staff who have access to campus facilities outside of the hours scheduled above need must secure written authorization from the appropriate cost center head or administrator. An approved Request for After-Hour Building Usage form must be submitted to the campus police during normal office hours Monday through Friday. In the event of an unforeseen emergency, please contact the Campus Police for assistance.

Security considerations used in the maintenance of campus facilities

Campus police coordinates with the maintenance department regarding maintenance issues related to safety and security.

Safety and Security Programs

Safety and Security programs are provided by Campus Police when requested. Types of classes include: Sexual Harassment and Rape Prevention, Emergency Operation Response, RUN HIDE FIGHT, ALICE Active Shooter and other classes as requested.

Campus Crime Statistics Disclosure

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

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

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

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

Daily Crime Log

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

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

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

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

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

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

Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity.

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

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

conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

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

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

Confidentiality

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

Arrest Statistics Relating to Alcohol, Drugs and Weapons

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

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

- Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the

SOUTHERN UNION STATE COMMUNITY COLLEGE

WADLEY CAMPUS (MAIN CAMPUS).

Criminal Offenses

Criminal Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	1	0	0
d. Sex offenses - Non-forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	1	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - On-Campus Residence Halls(Residence Halls are a subset of On Campus)	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

VAWA Offenses-On Campus	2021	2022	2023
a. Domestic Violence	0	1	1
b. Dating Violence	0	0	0
c. Stalking	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE WADLEY CAMPUS (MAIN CAMPUS)

Hate Offenses

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

Hate Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0

m. Destruction/damage/vandalism of property	0	0	0
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Hate Offenses- On Campus Residence Halls (Re	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE
WADLEY CAMPUS (MAIN CAMPUS)

Arrests

Arrests - On-Campus	2021	2022	2023
a. Illegal weapons possession	1	0	0
b. Drug law violations	4	0	0
c. Liquor law violations	0	0	0

Arrests - On-Campus Residence Halls (Residence Halls are a subset of on Campus)	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions-On Campus	2021	2022	2023
a. Illegal weapons possession	1	1	0
b. Drug law violations	5	0	0
c. Liquor law violations	4	0	0

Disciplinary Actions- On Campus Student Housing Facilities	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	1	1	0
c. Liquor law violations	4	1	2

Disciplinary Actions-Public Property	2021	2022	2023
a. Weapons, carrying, possession, etc	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Fires

On Campus Student Housing Facilities		2021	2022	2023
Name of Facility	Street Address	0	0	0
Residence Hall	852 College Dr Wadley, AL 36276			

Fires- Summary

Residence Hall

Fires-0

Injuries-0

Deaths-0

**SOUTHERN UNION STATE COMMUNITY COLLEGE
OPELIKA CAMPUS**

Criminal Offenses

Criminal Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses – Non campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0

f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	2	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

VAWA Offenses-On Campus	2021	2022	2023
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**SOUTHERN UNION STATE COMMUNITY COLLEGE
OPELIKA CAMPUS**

Hate Offenses

Hate Offenses- On Campus	2021	2022	2023
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a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Larceny	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Offenses- Non Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Larceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Offenses- Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0

f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE OPELIKA CAMPUS

Arrests

Arrests - On-Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Non- Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions-On Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions- Non Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE

VALLEY CAMPUS

Criminal Offenses

Criminal Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses – Non campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

VAWA Offenses-On Campus	2021	2022	2023
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

Public Property	2021	2022	2023
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a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE VALLEY CAMPUS

Hate Offenses

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity/national origin.

Hate Offenses- On Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Offenses- Non Campus	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0

b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

Hate Offenses- Public Property	2021	2022	2023
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple-Assault	0	0	0
k. Laceny-theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

SOUTHERN UNION STATE COMMUNITY COLLEGE
VALLEY CAMPUS

Arrests

Arrests - On-Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Non- Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests – Public Property	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions-On Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions- Non Campus	2021	2022	2023
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Hate Crimes

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

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

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

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

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

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

Notification to Victims of Crime of Violence

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

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

- a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
- c. The results of a disciplinary proceeding means – only the institution's final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

Sex Offender Registry

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

Information about sex offenders in Alabama can be found at: <https://www.alea.gov/node/270>

Sexual Offenses

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

1. Educational Programs

Education programs aimed at making the SUSCC community free from sex offenses are administered by the Campus Police and other training agencies. These programs include but are not limited to:

- A. Presentations at orientation by Campus Police.
- B. Presentations by Campus Police as requested.

C. Brochures available in the offices of Campus Police and other areas frequented by students.

D. Posters throughout the campus community to heighten awareness of sexual assault.

2. Sanctions

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

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

Sexual Assault Elimination Act

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

Policy

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

Student Bill of Rights

1. Complainants have the right to assistance by all faculty and staff in reporting allegations of harassment, abuse, physical violence, sexual violence or intimidation.
2. Complainants have the right in choosing the manner in which the complaint is filed.
 - a. The complainant may report the crime to law enforcement.
 - b. The complainant may request a school disciplinary inquiry.
 - c. The complainant may choose both options.
 - d. The complainant may choose not to report the incident.

- e. The complainant may choose to make an anonymous complaint through the on-line Incident Report system <https://www.suscc.edu/current-students/overview.cms#Online%20Incident%20Report>.
3. Complainants have the right to confidentiality when reporting allegations of harassment, abuse, physical violence, sexual abuse or intimidation.
4. Complainants have the right to a thorough and professional investigation that protects the rights of both the accused and the accuser.
5. Complainants have the right to know that criminal sanctions include probation, fines, imprisonment or counseling.
6. Victims have the right to know that school disciplinary sanctions include probation, suspension, expulsion, counseling, termination of employment and ban from college property.
7. Complainants have the right to assistance in obtaining orders of protection, no contact orders and restraining orders by the Campus Police concerning offenses that occur on campus, when requested and when probable cause exists.
8. Complainants have the right to know that there will not be a monetary charge for filing criminal or school disciplinary complaints.
9. Complainants have the right to a prompt, fair, and impartial investigation, conducted by properly trained individuals conducted by officials who receive annual training.
10. Accusers and accused have the right to simultaneous written notification of outcome at each stage in the process.
11. Accusers and the accused both have the right to appeal code of conduct decisions.
12. Complainants have the right to assistance with accommodations regarding academic and work scheduling when requested and reasonably available; whether or not the offense was reported to law enforcement. The location of the offense does not affect this right.
13. Southern Union State Community College will not allow any form of retaliation against a complainant for making an allegation of harassment, abuse, physical violence, or intimidation.

Instructions for Sexual Assault Victims

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

- A. Do not shower, wash or change your clothes.
- B. Do not brush your teeth.

- C. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
- D. If the incident occurs on campus, contact the Campus Police on the relevant campus. If the incident occurs off campus, contact 911.
- F. Seek medical attention immediately. Campus Police can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
- G. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services are available through various agencies or can be obtained in the Office of Campus Police.
- H. **Resources for Sexual Assault Victims in Randolph, Lee and Chambers Counties**
Domestic Violence Intervention Center in Opelika
<https://www.domesticshelters.org/help/al/opelika/36031/domestic-violence-intervention-center>.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. A bystander is defined as a “individual who observes or witnesses’ conditions that perpetuate violence. They are not Directly involved but have the choice to intervene, speak up, or do something about it.” Southern Union State Community College want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do in the event we want to help.

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

Risk Reduction

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

Protection from Abuse Orders

Southern Union State Community College complies with Alabama law in recognizing protection from abuse orders. Any member of the campus community that obtains such order should notify the Campus Police Department. The Campus Police will assist the complainant with developing a Safe Action Plan. The purpose of this plan is to reduce the risk of harm to the complainant while on campus or traveling to and from campus.

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

Drug and Alcohol-Free Campus

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Southern Union State Community College is designated as a drug and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

Southern Union State Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in the academic or workplace setting is also prohibited. Southern Union State Community College employees, students and visitors are required to abide by all federal and state laws, local ordinances, and other related state and federal requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

Student Possession, Use and Sale of Alcoholic Beverages

Southern Union State Community College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, SUSCC complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. SUSCC prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount.

Students that violate this policy are subject to the following disciplinary action upon completion of due process hearings:

Probation

Suspension from college

Expulsion from college

Criminal Prosecution

Ban from college property and/or Recognized Student Organizations

Employee Possession, Use of Alcohol and Drugs at Southern Union State Community College

Southern Union State Community College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, SUSCC complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. SUSCC prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount.

Employee's that violate this policy are subject to the following disciplinary action upon completion of due process hearings:

Probation

Suspension

Termination of employment

Criminal Prosecution

Ban from college property

Federal Drug Offenses and Penalties

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

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

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

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

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

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

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

FEDERAL TRAFFICKING PENALTIES FOR SCHEDULES I, II, III, IV, and V (EXCEPT MARIJUANA)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Third Offense: Not less than 30 yrs. or more than life. If death or serious bodily injury, not less than 30 yrs. or more than life. Fourth Offense: Not less than 40 yrs. or more than life. If death or serious bodily injury, not less than 40 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine 5 kilograms or more mixture	5
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	280
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	400
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	100
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	1
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	10

II	Methamphetamine 5-49 grams pure or 50-499 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Methamphetamine 50 grams or more pure or 500 grams or more mixture	life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

Substance/Quantity	Penalty
Any amount of other Schedule I & II substances	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any drug product containing Gamma Hydroxybutyric Acid	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram	
Any amount of other Schedule III drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any amount of all other Schedule IV drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount of all Schedule V drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA, HASHISH AND HASHISH OIL, SCHEDULE I SUBSTANCES	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.

<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants Hashish More than 10 kilograms Hashish Oil More than 1 kilogram</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants Hashish 10 kilograms or less Hashish Oil 1 kilogram or less</p>	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>

STATE OF ALABAMA DRUG OFFENSES AND PENALTIES

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

A drug conviction under state or federal law may make a student ineligible for federal financial aid (loans, grants, work study). For more information, see <https://studentaid.ed.gov/eligibility/criminal-convictions#drug-convictions>

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

Person convicted of attempt, criminal solicitation & criminal conspiracy to commit controlled substance crime	Punishable the same as the crime itself	13A-12-202(c); -203(c);-204(c)
MARIJUANA & DRUG PARAPHERNALIA		
Possession of marijuana in first degree (other than personal use or previously convicted of possession in second degree)	<i>Class C Felony</i> . Prison: 1-10 years Fine: Not more than \$15,000	13A-12-213
Possession of marijuana in second degree (for personal use only)	<i>Class A Misdemeanor</i> . Jail: Not more than 1 year; Fine: Not more than \$6,000	13A-12-214
Use, possession, delivery, or sale of drug paraphernalia	<i>Class B Felony for sale to one under 18</i> by one over 18. Prison: 2-20 years; Fine: Not more than \$30,000 <i>Class C Felony for sale</i> . Prison: 1-10 years; Fine: Not more than \$15,000 <i>Class C Misdemeanor for possession</i> . Jail: Not more than 3 months; Fine: Not more than \$500	13A-12-260

STATE ALCOHOLIC BEVERAGE LAWS AND PENALTIES

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

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

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

ALCOHOL

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

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

Alcoholism is usually progressive, and physical dependence can develop; if this happens, serious, sometimes life-threatening symptoms can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible health changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or to aspiration of vomitus, or as the result of any automobile accident while driving intoxicated.

MARIJUANA (CANNABIS)

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

HALLUCINOGENS

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

COCAINE

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

anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and still-births. Newborns addicted to cocaine are irritable, unresponsive, they are prone to have malformed kidneys and genitals, and to have heart attacks and strokes. Addiction to cocaine controls aspects of the user's life, impinges on the lives of those closest to the user, and occurs in people of all ages, classes, and educational levels.

AMPHETAMINES, METHAMPHETAMINE AND OTHER STIMULANTS

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

NARCOTICS, INCLUDING HEROIN

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

SEDATIVES AND TRANQUILIZERS

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

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

IMPACT OF SUBSTANCE ABUSE ON FAMILIES

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

RECOGNIZING SIGNS AND SYMPTOMS OF ALCOHOL AND SUBSTANCE ABUSE

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

ABSENTEEISM AND TARDINESS

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

IMPAIRED JOB PERFORMANCE

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

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

UNUSUAL INTERPERSONAL INTERACTIONS

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

DECLINING PHYSICAL APPEARANCE (SUDDEN OR GRADUAL)

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

Communication

To ensure all employees are aware of their critical roles in this, they receive a summary of the Alcohol- and Drug-Free Workplace policy, along with a link to the complete document, health risks, and legal implications during the annual notification of policies. Southern Union State Community College will make good faith efforts to have and maintain an alcohol and drug-free workplace.

MISSING STUDENT POLICY

Policy Summary/Purpose: To establish a set of procedures for Southern Union State Community College regarding the reporting, investigating, and required emergency notification when a student is reported missing.

Definitions

Student: For purposes of this policy, a student is any person currently enrolled on any SUSCC campus.

Residential Student: a student who resides in on-campus housing and is currently enrolled at the college.

Missing: A student may be considered missing if she or he is overdue in reaching home, campus, or another specific location past the expected arrival time or additional factors lead college staff to believe she or he is missing, and a check of student's residence supports that determination.

Procedures for Reporting and for Investigating Missing Students:

Any college employee or student who receives information that a student who is missing, must immediately report the information or evidence to the Southern Union Campus Police (SUPD). If the person is a Student: SUPD will conduct a preliminary investigation to verify the situation and to determine the circumstances that exist relating to the reported missing student. If SUPD determines the student should be considered missing, an officer will contact the Dean of Students, the appropriate outside law enforcement agencies, and Student Housing personnel to provide the relevant contact information on the individual. All pertinent law enforcement agencies, including, if known, those operating in the student's normal routes of travel or hometown, are notified and requested to render assistance; all law enforcement agencies involved receive routine investigation status reports during the course of the investigation. If SUPD determines that the student should be considered missing, the person making the initial report is encouraged to make an official missing person report to local police. If the student is a "residential student", Student Housing personnel will conduct a preliminary investigation to verify if the missing student can be located in the Residence Hall. A staff member will attempt to contact the student via her or his telephone by using the number(s) provided. If the student cannot be reached by telephone, a staff member will attempt to visit the on-campus room of the student in question to verify the student's whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for the student. If the student is not at the room, but the room is occupied, an attempt is made to gain information on the student's whereabouts and/or wellness from the occupants. If there is no response to a knock on the door of the residence hall room or there are occupants who do not know of the student's whereabouts, a staff member will enter the room in question, by key if necessary, to perform a health and safety inspection. The staff member notes the condition of the room and looks for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the student has taken an extended trip or leave from the residence hall. If the student is not found in the residence hall room, an attempt is made to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. Staff members, at any step in the process, immediately report any suspicious findings to SUPD. If these steps provide an opportunity to speak with the missing student, verification of the student's state of health and intention of returning to campus should be made. Once

the student is found, SUPD will be contacted to apprise them of the student's state of health and well-being. If all of these steps do not provide an opportunity to speak with the missing student or to learn of her or his whereabouts, SUPD will contact, within 24 hours of the student being reported missing, the designated contact person as listed in the student's emergency contact file.