

# **GADSDEN STATE COMMUNITY COLLEGE**

## **2022**

# **Annual Security & Fire Safety Report**



**Fall 2022**

**Includes Crime Statistics for Calendar Years (CYs) 2019, 2020 & 2021**

## **Table of Contents**

Campus Locations	1
Mission Statement	1
Campus Police and Safety & Security Authority and Arrest Powers	2
Relationship with Federal, State and Local Law Enforcement Agencies	2
Reporting Criminal Actions or Other Emergencies	2
Non-Law Enforcement Campus Security Authorities	3
Reporting Emergencies on Campus	4
Emergency Procedures	5
Reporting Off-Campus Crimes and Other Emergencies	7
Emergency Operation Training and Drills	8
Gadsden State Police Department and Safety & Security Response to Crime	9
Code of Conduct Process for Students	9
Complaint Process for Employees	11
Crisis and Urgent Communications	11
Security of Personal Property	12
Security and Access to Campus Facilities	13
Safety and Security Programs	13
Campus Crime Statistics Disclosure	13
Monitoring Campus, Non-Campus and Public Property for Criminal Activity	14
Daily Crime Log	14
Fire Safety Policy and Fire Safety Report	14
Clery Act Definitions	16
Confidentiality	17
Arrest Statistics Relating to Alcohol, Drugs and Weapons	18
Crime Statistics for Reporting Periods	19
Hate Crimes	19
Notifications to Victims of Crime of Violence	20
Sex Offender Registry	20

Sexual Offenses	21
Sexual Assault Elimination Act	21
Instructions for Sexual Assault Victims	22
How to be an Active Bystander	23
Risk Reduction	24
Protection from Abuse Orders	24
Drug and Alcohol-Free Campus	25

**Gadsden State Community College Campus Locations:**

**Ayers Campus**

1801 Coleman Road  
Anniston, AL 36207  
1-205-835-5400

**Cherokee Center**

801 Cedar Bluff Road  
Centre, AL 35960  
1-205-927-1800

**East Broad Campus**

1001 East Broad Street  
Gadsden, AL 35903  
1-256-549-8300

**Valley Street Campus**

600 Valley Street  
Gadsden, AL 35901  
1-256-549-8667

**Wallace Drive Campus**

1001 George Wallace Drive  
Gadsden, AL 35903  
1-256-549-8200

**Gadsden State Community College Safety & Security Mission Statement**

Gadsden State Community College provides a wide range of support services that enable students, faculty, and staff to function in a diverse collegiate environment. The primary mission of these units are to ensure that functions are carried out in a safe and secure manner to include an efficient safety/security, postal, and transportation operation with a firm commitment to high standards that is in keeping with the College mission statement. The Office of Safety & Security are responsible for security and emergency response on all Gadsden State Community College campuses. Safety & Security (which includes security, mail, transportation, and severe weather monitoring) is an important component of the educational environment at the College.

The Gadsden State Safety & Security department exist to protect life and property, maintain successful parking and traffic systems, prevent crime and be of general service to the college community. We want to fulfill these responsibilities in a professional and pleasant manner.

Those of us in the Gadsden State Safety & Security department strongly feel that public relations are a vital aspect of our role as security officers. We pledge to improve our service by improving the skills of our officers through continuing education, in-service training, and self-improvement programs.

### **Gadsden State Campus Safety & Security Departments Authority and Arrest Powers**

The Gadsden State Safety & Security Department provides full security services to the campus community. Gadsden State utilizes non-sworn security officers to assist with non-law enforcement activities. They have no arrest authority beyond that of an ordinary citizen; however, they may address offenses and refer them to the local law enforcement authorities. Further, they wear a uniform consisting of khaki or black pants, black or grey shirts and are clearly identified as security officers.

### **Gadsden State's Relationship with Federal, State, and Local Law Enforcement Agencies**

Gadsden State Safety & Security Department work regularly with federal, state, and local law enforcement agencies regarding a variety of criminal investigations. We have a good working relationship with the local law enforcement authorities and state police agencies where campuses are located. They conduct all of our formal investigations of traffic and criminal activity. We operate under a clear mutual agreement with all local law enforcement agencies. Additionally, Safety & Security Department works with a variety of federal, state and local agencies to provide training to law enforcement officers throughout Alabama. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. The college's security officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area and work closely together when incidents arise that require joint communication efforts.

### **Reporting Criminal Actions or Other Emergencies**

We encourage all victims to promptly and accurately report all criminal actions, emergencies, or other public safety related incidents occurring with the College's Clery geography to the Campus Safety & Security Department. The College operates no off-campus housing and does not have off-campus student organizations. While off campus, students and employees are encouraged to contact the local law enforcement agency.

- 24-hour emergency number for all locations – (256) 312-2132
- Text Messages may be sent to (256) 312-2132
- Anonymous tips can be phoned in to (256) 312-2132

Note: All 911 calls for service will go directly to the local 911 operator for the area and be routed to the appropriate local law enforcement agency.

When reporting crimes to Safety & Security Departments, 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 Authorities**

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

<b>All Campuses</b>	
Dr. Kathy Murphy, President	(256) 549-8222
Stewart Davis, Director of Physical Plant	(256) 549-8603
Chief Mark Bailey, Chief of Campus Police	(205) 856-7707
Mark Light, Safety & Security and Transportation Manager	(256) 549-8613
Alison Bowling, Administrative Assistant to the Director of Physical Plant	(256) 549-8364
All Part-Time Library Staff	(256) 549-8333
All Part-Time Security Officers	(256) 549-8611
<b>Ayers Campus</b>	
Pam Johnson, Dean of Institutional Effectiveness, Grants, and Special Projects	(256) 835-5456
Bridget Burney, Dean of Outreach Initiatives	(256) 835-5468
Gerri Langley, Ayers Campus Director	(256) 835-5446
Andrew Robertson, Coordinator of Workforce Development	(256) 835-5427
Vacant, Community Education Liaison	(256) 835-5405
Stephanie Mayfield, Assistant Director of Student Support Services	(256) 835-5449
Anika McGee, Director of Talent Search - Ayers	(256) 832-1204
Pearl Owens, Director of Upward Bound - Ayers	(256) 832-1210
Michael Gibson, Public Services Librarian/Copyright Compliance Officer	(256) 835-5432
Randa Tolbert, Library Specialist	(256) 835-5436
Kathi Hollis, Security Employee	(256) 835-5410
Tarie Mallard, Security Employee	(256) 835-5410
<b>Cherokee Center</b>	
Luanne Hayes, Director of Economic Development & Cherokee Campus Director	(256) 927-1805
David Wilson, Security Employee	(256) 927-1803
<b>East Broad Street Campus</b>	
Alan Smith, Dean of Technical Education and Workforce Development	(256) 549-8601
Janekia Mitchell, Dean of Student Services	(256) 549-8220
Kevin McFry, Dean of Financial & Administrative Services	(256) 549-8242
Dr. Tera Simmons, Title IX Coordinator	(256) 549-8230
Angela Waits, Division Chair – Business, Legal Studies, and Computer Science	(256) 549-8342
Matthew Burttram, Director of Adult Education	(256) 549-8357
Tommy Hartline, Division Chair – Applied Technologies/Engineering Technologies – Etowah/Cherokee	(256) 549-8634
Pam Clough, Coordinator of Continuing Education and ADA	(256) 549-8462
Baisha Woody, Director of Skills Training	(256) 549-8640
Laura Swann, Director of Enrollment Services & Registrar	(256) 549-8263
Ian Freyberg, Director of Financial Aid, TRA, WIA, VA	(256) 549-8266
Jackie Edmondson, Director of Public Relations and Marketing	(256) 549-8224
Tonya Douthitt, Coordinator of Enrollment Services & Academic Advisor	(256) 439-6861
Jimmy Johnson, GED Chief Examiner	(256) 439-6819
Kevin Willoughby, Director of Human Resources	(256) 549-8236
Tracy Heard, Security Employee (East Broad/Wallace Drive Campuses)	(256) 549-8425

<b>Valley Street Campus</b>	
Ricky Tillis, Campus Director	(256) 549-8678
Efferson Ellis, Security Employee	(256) 549-8664
<b>Wallace Drive Campus</b>	
Farrah Hayes, Dean of Academic Programs and Services	(256) 549-8256
Alan Wallace, Dean of Information Technology Services/Chief Information Officer	(256) 549-8317
Ken Kirkland, Dean of Health Sciences	(256) 549-8321
Danny Wilborn, Division Chair, Math	(256) 549-8493
Mario Gallardo, Division Chair for Fine Arts	(256) 549-8395
Patricia Wilborn, Division Chair for Language & Humanities	(256) 549-8274
Russell Williams, Division Chair, Social Science	(256) 439-6844
Blake Lewis, Athletic Director/Academic Director for Health, Physical Education & Recreation	(256) 549-8311
Rebecca Duckett, Director of International Programs/ALI	(256) 549-8324
Dr. Derrick Griffey, Director of Distance Education, Faculty Development, and Learning Resources	(256) 439-6833
Cynthia Mullinax, Interim Director of Nursing	(256) 549-8452
Lynn Patterson, Director of Student Life	(256) 549-8212
Elise Harbin, Director of Cardinal Tutoring Center	(256) 549-8303
Dr. Dana Davis, Director of Advising	(256) 549-8350
Melissa Davis, Director of Student Support Services - Gadsden	(256) 549-8383
Tony Robinson, Director of Talent Search, Gadsden	(256) 549-8374
Pat Rutledge, Project Director Upward Bound - Gadsden	(256) 549-8396
Sara Aultman, Director of Veterans Upward Bound	(256) 549-8286
Gregory Heathcock, Theater and Facility Manager	(256) 549-8475
Dorothy Burgess, Lead Librarian – Technical Service	(256) 549-8496
Alicia Ingle, Librarian	(256) 549-8333
Deddrick Tarver, Men’s Head Basketball Coach	(256) 549-8310
James Phillips, Women’s Head Basketball Coach	(256) 549-8310
Courtney Brothers, Women’s Head Volleyball Coach	(256) 549-8447
Ernest Stewart, Head Tennis Coach	(256) 549-8310
Joyce Carroll, Clerk, Residence Hall	(256) 549-8369
Brian Geislinger, Division Chair Science	(256) 549-8434
Brian St. John, Security Employee	(256) 549-8425

Please note that a CSA is not responsible for determining authoritatively whether a crime took place—that is the function of Safety & Security 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 Gadsden 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. To report an

emergency or a crime in progress, **911** should be called first and then call your Campus Security Officer. 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 Security at (256) 312-2132.

**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 Security at (256) 312-2132;
- (d) call Maintenance at (256) 439-6920.

**C. Criminal Acts:** In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call **911** and then the Campus Security at (256) 312-2132.

**D. Maintenance Emergencies:** In case of maintenance emergencies, (a) call Maintenance at (256) 439-6920; (b) call the Campus Security at (256) 312-2132.

### **Emergency Procedures**

#### **1. Criminal Acts**

**A.** The local law enforcement and Campus Security have primary jurisdiction for response, and investigation of all criminal actions on campus property.

**B.** To report a crime, call **911** and then notify Campus Security at (256) 312-2132.

#### **2. Medical Emergencies**

**A.** Call **911** first to summon emergency medical assistance and then call your Campus Security Officer.

#### **3. Fire**

**A.** Call **911** first to report a fire and then call your Campus Security Officer.

**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.

- A. All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or building coordinator.
- B. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Whether you leave campus all together or assemble at a rally point will depend on the nature of the emergency and will be announced by the Incident Commander.
- C. Remember that elevators are reserved for the persons with disabilities. Never use an elevator in a fire or earthquake. Electric power is likely to fail in both cases leaving you trapped. Lift chairs have been deployed in buildings with multiple floors for the purpose of evacuating individuals with disabilities.
- D. Assist persons with disabilities in exiting the building. If necessary two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs. Leave wheelchairs or other such equipment behind if they make movement of the persons with disabilities awkward, or ask another individual to carry the equipment separately.
- E. If persons with disabilities cannot be transported from the building without using an elevator, assist those persons to the designated persons with disabilities rescue area on each floor of the building. Never use an elevator in a fire or earthquake. Be prepared to notify rescue personnel immediately upon their arrival of the location of persons with disabilities in such rescue areas.
- F. Once outside, proceed to the designated rally point or leave campus as directed. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there.
- G. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area rally points.
- H. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
- I. Do not return to an evacuated building unless told to do so by emergency personnel, building officials, Safety and Security officials.

#### 5. **Emergency Procedures - Tornado Warning**

A. When the National Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. When a warning is issued, it means that a tornado has been detected.

**B.** When a tornado watch or warning has been issued during the regular work day, the Director of Physical Plant shall notify the Office of the President. The Director of Physical Plant will direct that a Cardinal Alert message be sent.

**C.** When a tornado warning has been issued, persons shall be directed to take the following safety precautions:

**D.** Take shelter immediately and do not go outdoors. All members of the campus community should take shelter in the lowest floor of the building, away from windows and doors.

**E.** Close all windows and doors.

**F.** If possible, seek refuge in a basement; this is the safest place to be during a tornado.

**G.** If a basement is not available, seek refuge in a small room with no windows such as a closet or bathroom.

**H.** If there are no small rooms available, take cover under heavy furniture in a central room in the structure.

**I.** If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.

**J.** All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed. When the tornado threat is over, the all-clear will be given by the Security Officer and normal activities will resume.

**K.** 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:

- Anniston Police Department at (256) 238-1800
- Centre Police Department at (256) 927-3661
- Gadsden Police Department at (256) 549-4578
- Calhoun County Sheriff's Department at (256) 236-6600
- Cherokee County Sheriff's Department at (256) 927-3365
- Etowah County Sheriff's Department at (256) 546-2825
- Alabama State Troopers at (256) 546-6385

## Emergency Operation Training and Drills

### General Emergency Information

Gadsden 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 Gadsden State Community College Concept Of Operations Plan, 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 plan 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 training, drills, and/or exercises each year, which may include one or more activities, such as tabletop exercises, field exercises, drills, 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. Gadsden State Security staff have received training in the Incident Command System and on Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, Security Departments will be the first to respond. Additional resources from a variety of local, state, and federal agencies will be requested as needed. The Security Department train with a variety of local, state, and federal agencies annually to enhance their response capabilities.

### Emergency Response Exercises

Emergency Response Weapons Qualification (APOST) – Certification and Scenario Training and Practice	For Full-Time and Part-Time Officers and held on the Gadsden Police Department Range	Summer 2021	APOST Qualification and Certification followed by Scenario Training and Practice Techniques
Emergency Operation Response Plan Training Weather Drills	Ayers, Cherokee, East Broad Street, Valley Street, and Wallace Drive Campuses	Spring 2021 Semester	Unannounced Weather Drills were conducted until all buildings passed and Fire Drills were discussed at the conclusion
Emergency Operation Response Plan Training Fire Drills	Ayers, Cherokee, East Broad Street, Valley Street, and Wallace Drive Campuses	Summer 2021 Semester	Unannounced Fire Drills were conducted until all buildings passed and Weather Drills were discussed at the conclusion
Emergency Operation Plan Review – Cardinal	For All Users	February 15, 2021	All users were sent a welcome and updates to the Cardinal Alert

Alert Welcome and Updates			system and advised to update their contact information
Emergency Operation Plan Review – Cardinal Alert Welcome and Updates	For All Users	September 3, 2021	All users were sent a welcome and updates to the Cardinal Alert system and advised to update their contact information

Our officers receive training in security and emergency care to include first aid, CPR, and the use of an AED. The College has a Safety and Security Committee whose mission is to assure that appropriate health and safety standards are maintained and that the appropriate federal and state statutes are observed. They are responsible for evaluating campus safety and security issues for students, faculty, staff, and visitors including emergency preparedness procedures.

**Gadsden State Safety & Security Response to Crime**

Victims of crime are encouraged to report offenses to the Campus Safety & Security. 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. Gadsden State Security Officers will assist the victim in obtaining the warrant. Additionally, a Gadsden State Security 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:

Dean of Student Services	All Campuses	(256) 549-8220
--------------------------	--------------	----------------

**Code of Conduct Process for Students**

Any complaint should be submitted as soon as possible, preferably within fifteen (15) days of the occurrence but no more than one (1) year. The Dean of Student Services shall investigate and charge students or members of any College-sponsored organization with misconduct when there is reasonable cause to believe that a violation of the Code of Conduct or other applicable law or regulation may have occurred as alleged in the complaint. The Dean of Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the complaint has merit and/or if it can be disposed of informally without the initiation of disciplinary proceedings. All charges shall be presented to the accused student in written form by the Dean of Student Services and shall contain a short summary of the actions or complaint of misconduct. The Dean of Student Services may suspend the student pending consideration of the case when the Dean of Student Services determines that the presence of the student presents a continuing danger to any person or property or an ongoing threat of disruption of the institution or its operations. In such case, a hearing must be held within three (3) business days of the student's suspension, unless the student makes a request for an extension in writing.

The Dean of Student Services may issue a summons for any student or member of a College-sponsored organization to appear for discussions about a case or a hearing in a pending case. The summons may be

delivered by U.S. Mail, Security Office, e-mail or a combination of the three to give the student appropriate notice of the complaint or charges being brought. The summons may also include an order to produce records, which may be helpful in the course of an investigation or the prosecution of a case. However, upon findings of the investigation, the Dean of Student Services may find that the initial charges need to be amended or additional charges need to be issued to the accused. Charges may be disposed of by an informal process with resolution agreed upon by the student, the complainant, and the Dean of Student Services.

After the initial investigation, the Dean of Student Services may decide what disciplinary action is required. The Dean of Student Services will notify the student and the party bringing the charge(s). The student and the charging party may seek a hearing before the Student Discipline Committee or the Dean of Student Services may determine that the alleged misconduct must be referred to the Student Discipline Committee.

If the matter is referred to the Student Discipline Committee, the Dean of Student Services will inform the accused, in writing, of the formal charge(s), including specific violations of the Student Code of Conduct and Discipline. The Dean of Student Services will also send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee.

Except for cases involving a temporary suspension or a no-trespass, the Chairperson must set a time and date for a hearing within 10 (ten) calendar days from the receipt of the charges. The Chairperson must notify all parties, in writing, of the time, date, and location of the hearing.

The Student Discipline Committee is responsible for both safeguarding the rights of the accused student and maintaining a climate of integrity and safety for all members of the College community. The Chairperson will be selected by the Committee members. A recording or a written record of the hearing and the decision (not the deliberations) will be kept in the Office of the Dean of Student Services for the requisite record retention duration. The record shall include a summary of the evidence upon which the Committee based its decision. The recordings or written records of the hearings cannot be made available to anyone except members of the Student Discipline Committee, the Dean of Student Services, and the President due to the confidentiality of student records. However, students have the right to the specific provisions concerning themselves and may, by submitting a written request to the Dean of Student Services, obtain a transcript with the confidential information of other students redacted. The student must pay for the transcript before it will be released to him/her.

A student accused of non-academic misconduct may appeal the decision of the Student Discipline Committee. If a new hearing is required, the Chairperson of the Student Discipline Committee will follow the steps outlined in "**Procedure for Conducting the Hearing on Non-Academic Misconduct.**"

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal directly to the President of the College. This appeal to the President must be in writing, must set forth the reason(s) for the appeal, and must be submitted within two (2) days of receipt of notice by the student(s) of the decision of the Appeals Board or Student Discipline Committee, respectively.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall notify, in writing, the student, the Student Discipline Committee, the Appeals Board, and the Dean of Student Services of the decision(s) rendered.

For more information concerning Code of Conduct actions, see [Student Code of Conduct and Discipline Non-Academic Policy | Gadsden State Community College](#).

### Complaint Process for Employees

This policy is intended to cover employee complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with an ACCS entity. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by Policy F/7.1 or complaints of sexual harassment which are covered in Policy E/1.5. This policy does not apply and cannot be used against a President.

Any employee who believes he/she has been victimized shall report the action immediately, and in no event less than ten (10) calendar days following the event, to the Title IX Coordinator, Human Resources Director, or President. In conjunction with the report, the employee shall provide a written statement, as well as any evidence the employee believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

For more information concerning Employee Complaints, see ACCS Policy: 620.02 Employee Complaints, [F-7 2.pdf \(gadsdenstate.edu\)](#).

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 Director of Physical Plant or their designee, at times after consulting with The President.

### **Emergency Notifications**

A **CARDINAL ALERT** is an emergency notification service that will allow us to contact all enrolled students and employees via cell phone, text message, home phone, and e-mail. 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. Confirmation typically involves the response and assessment of security officers, college officials, local law enforcement, or emergency responders. Campus Safety Alerts are sent to the College community to notify them about specific Clery Act crimes that have been reported and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or continuing threat to them. The service will only be used when there is imminent danger to one of our campuses; i.e., tornado warnings, chemical spills, orders to evacuate or shelter in place, and active shooters. Sometimes an alert may be isolated to certain areas of the campus because the threat to the entire campus is negligible.

### **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 Safety & Security 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. To achieve the highest degree of safety and security at all campuses, centers, and sites, we encourage campus community members – students, faculty, staff, and guests – to recognize the importance of following good safety practices. They should also understand that safety is their responsibility, not just that of those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service available by calling the duty (Security) number posted on each campus, locking up valuables, and reporting suspicious or criminal activities. We take a leadership role by providing educational programs on campus safety, preventative patrols, incident investigation and crime reporting, fire safety and prevention, and crime prevention.

### **Security and Access to Campus Facilities**

Gadsden 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 Safety & Security Department which are on duty 24 hours a day.

Most of the College's buildings and facilities are accessible to members of the College community, guests, and visitors during normal business hours, Monday through Friday, from 7:30 a.m. to 5 p.m., except holidays, and are typically secured during the late evening hours, depending upon special event scheduling and community usage. Schedules for campus buildings fluctuate depending on the nature of their operations, as well as special events and class schedules. Security Officers regularly patrol the interiors and exteriors of all campus facilities. Faculty and staff who wish to enter any facilities after hours should notify Safety & Security.

Access to Fowler Residence Hall is restricted to residents, their approved guests, Physical Plant personnel, and other approved members of the College community. Guests of residents must be accompanied at all times by the resident whom they are visiting, and must sign in and out at the front desk and leave their student ID cards or driver's licenses.

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

As a rule, no one should be in college buildings after normal operational hours. Security has been instructed not to open buildings or allow people to remain in campus buildings after hours. Students, faculty, or staff who need access to campus facilities outside of the hours scheduled above must secure authorization from their supervisor and/or Dean and notify Security. In the event of an unforeseen emergency, please contact Security for assistance.

### **Safety and Security Programs**

Safety and Security programs are provided by Safety & Security when requested. To request a class, please contact Safety & Security at (256) 549-8611. Types of classes include: Freshman Focus, all campus orientations, and on-line orientations, Rape Aggression Defense System (R.A.D.), Emergency Operation Response, and other classes as requested.

### **Campus Crime Statistics Disclosure**

Gadsden State 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. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. To comply with the Act, our office is responsible for gathering crime statistics and providing safety information to all students, staff, faculty, visitors, and prospective students and/or employees. We collect the crime statistics from all of our campuses and from the local law enforcement agencies that have campuses located within their jurisdictions.



Incidents reported to any of these sources that fall into one of the required reporting classifications as defined by the Clery Act will be recorded and disclosed as a statistic in the calendar year the crime was reported.

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

The Safety & Security Department maintains a list of all reports of crimes that occur on Gadsden 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**

Gadsden 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 departments 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 Gadsden State Campus Safety & Security Office anytime that the campus is open for business.

### **Fire Safety Policy and Fire Safety Report**

Fire Safety is of paramount importance. Our department manages the campus fire safety program. Fire alarm systems report to Safety & Security and are monitored on a 24-hr basis at an off-site location and include an electronic fire safety control system, strobes, smoke alarms, and a dry sump supply system. Anyone may report an incident of fire by calling **911** first, and when the situation allows, by also calling the Director of Physical Plant, Director of Student Life, or any Safety & Security Employee.

A fire log for residence hall facilities is maintained in the Director of Student Life's office located in Fowler Hall. It may be viewed anytime during business hours (typically Monday through Thursday, 7:30 a.m. to 5 p.m., Friday, 7:30 a.m. to 11:30 a.m., except holidays). The log records information concerning fires occurring inside Fowler Hall.

Two fire drills were conducted in Fowler Hall during 2021, Safety & Security conduct fire drills there at least once per semester. All residents and guests are required to evacuate when an alarm is activated. During a fire alarm, evacuate the building by using stairs and moving away from the building a distance equal to the approximate height of the building. Do not block parking or service road and entrance areas, as they are needed by emergency responders. Drills will be evaluated for their effectiveness by Safety & Security staff. The College conducts fire/severe weather/emergency drills in other academic and administrative buildings every semester. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an

actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

Each resident receives a copy of the Fowler Residence Hall Handbook. It contains information concerning evacuation procedures, fire safety, prohibited items, and fire equipment. Smoking and any type of open flame are not permitted within Fowler Hall. This includes candles, incense, or any type of open flame. Announced residence hall meetings are held periodically through the year to include orientations where fire safety information is discussed. Attendance to these meetings is mandatory for all residents. Residents should consult our staff if they have a question about any appliance or other fire safety issue. We strive to constantly improve and expand our training sessions that include basic fire safety topics.

<b>GADSDEN STATE COMMUNITY COLLEGE FIRE STATISTICS</b>			
	<b>**FOWLER HALL**</b>		
	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Unintentional Fire</b>			
Cooking	0	0	0
Smoking Materials	0	0	0
Open Flames	0	0	0
Electrical	0	0	0
Heating Equipment	0	0	0
Hazardous Products	0	0	0
Machinery/Industrial	0	0	0
Natural	0	0	0
Other	0	0	0
<b>Intentional Fire</b>	0	0	0
<b>Undetermined Fire</b>	0	0	0

<b>Fire Safety Systems **Fowler Hall**</b>	
<b>Fire Extinguishers</b>	Yes
<b>Fire Hose &amp; Supply</b>	Yes
<b>Smoke Detectors</b>	Yes
<b>Fire Alarm</b>	Yes
<b>Fire Sprinklers</b>	No
<b>Evacuation Plans/Placards</b>	Yes
<b>Number of evacuation (fire) drills each reporting year</b>	2019 - 3 2020 - 1 2021 - 5

7/15/2022 ab

A copy of the fire statistics for the preceding three calendar years is location on our web site at <https://www.gadsdenstate.edu/skins/userfiles/files/GSCC%20Fire%20Safety%20Report%2019%2020%2021.pdf>.

**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**

Gadsden State Community College encourages anyone who is the victim or witness to any crime to promptly report the incident to the Police or Security Department. Because police reports are public records under state law, Gadsden State Community College Security 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, Gadsden 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 influence” or “drunkenness”).
- Drug abuse violations: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
- Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Crime Statistics for Reporting Periods**

<b>GADSDEN STATE COMMUNITY COLLEGE CRIME STATISTICS REPORT</b>													
<b>OFFENSE</b>	<b>ON CAMPUS</b>			<b>**RESIDENTIAL FACILITIES</b>			<b>NONCAMPUS</b>			<b>PUBLIC PROPERTY</b>			<b>UNFOUNDED CASES</b>
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0	0	0	0	
SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	
BURGLARY	0	3	0	0	3	0	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	
LIQUOR LAW ARRESTS	1	1	0	0	0	0	0	0	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	1	0	0	0	0	0	0	0	0	0	0	
DRUG LAW ARRESTS	1	0	0	1	0	0	0	0	0	0	0	0	
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	1	0	0	1	0	0	0	0	0	0	0	0	
ILLEGAL WEAPONS POSSESSION ARREST	0	0	0	0	0	0	0	0	0	0	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	1	0	0	1	0	0	0	0	0	0	
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	
STALKING	0	0	0	0	0	0	0	0	0	0	0	0	

There were no reported hate crimes for 2019, 2020, or 2021.

**\*\*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON-CAMPUS CATEGORY**

6/30/2022 ab

A copy of the crime statistics for the most recent three calendar years is located on our web site at <https://www.gadsdenstate.edu/skins/userfiles/files/GSCC%20Crime%20Statistics%20Report%20Form%2019%2020%2021.pdf> and copies may be obtained from our office.

**Hate Crimes**

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

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

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

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

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

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

Campus	Year	Offense	Number of Offenses	Bias
---	2021	----	---	---

#### Notification to Victims of Crime of Violence

Gadsden 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 institutions final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

#### Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information about sex offenders in Alabama can be found at: <https://www.alea.gov/node/270>

## Sexual Offenses

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

### **1. Educational Programs**

Education programs aimed at making the Gadsden State community free from sex offenses are administered by Safety & Security and Continuing Education on Gadsden State campuses. These programs include but are not limited to:

- A. Presentations at orientation by Safety & Security.
- B. Presentations by Safety & Security as requested.
- C. Posters throughout the campus community to heighten awareness of sexual assault.
- D. Online training is available through Blackboard.

### **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**

Gadsden State 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.
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 Security 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 filling 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. Gadsden 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 Safety & Security at (256) 549-8611. If the incident occurs off campus, contact **911** or your local law enforcement.
- F. Seek medical attention immediately. Security Officer at (256) 549-8611 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 available through various agencies can be obtained in the Office of or Safety & Security.

**H. Resources for Sexual Assault Victims in Calhoun, Cherokee, and Etowah Counties**

2nd Chance recognizes that domestic and sexual violence can happen to anyone. We welcome and provide services to victim/survivors regardless of their gender, sexual orientation, race, immigration status, disability, age, religion, or marital status. 2nd Chance serves Calhoun, Cherokee, Cleburne, Etowah, Randolph and Talladega Counties in Northeast Alabama providing emergency shelter, sexual violence forensic exam accompaniment in our local Emergency Departments, transitional housing, assistance with permanent housing, court and legal advocacy, counseling, lethality assessment, community referrals, and training and presentations on the dynamics of domestic and sexual violence, dating violence and abuse in later life. 2nd Chance is a United Way Agency; Member, Alabama Coalition Against Domestic Violence; Member, Alabama Coalition Against Rape; Associate Member, National Coalition Against Domestic Violence; Supported by the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division and the Office on Violence Against Women. Financial support comes from foundations, businesses, individuals, board members, anonymous donors, churches, civic groups and from federal, state and local government sources and fundraising events and campaigns.

Phone number: 256-236-7233 (24-hour Crisis Support Line)

Website: <http://2ndchanceinc.org/>

**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.” Gadsden State Community College wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do in the event we want to help. The link below provides useful information to help bystanders make informed decisions: <https://www.nsvrc.org/bystander-intervention-online-learning-opportunities>.

- If you or someone else is in immediate danger, dial **911**. This could be when a person is yelling or being physically abusive toward another person and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

### Risk Reduction

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

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around. You also do not want to be **isolated** with someone you don't trust or someone you don't know.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money and/or an on-demand driver app loaded.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

Also consider;

- Know your own limits and communicate what you don't want
- Say "no" out loud if you don't feel comfortable
- Don't be afraid to tell them to "stop"
- "No" means no! If they don't stop when you tell them to, they have committed a sexual assault

### Protection from Abuse Orders

Gadsden 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 Department of Safety & Security (256-549-8611). The Security Officer will assist the complainant with developing a Safe Action Plan. The purpose of this plan is to reduce the risk of harm to the complaint while on campus or traveling to and from campus.

Should you need assistance in obtaining a protection from abuse order, please see any member of Safety & Security.

**Title IX Coordinator**

Dr. Tera Simmons, Vice President	tsimmons@gadsdenstate.edu	256-549-8230
----------------------------------	---------------------------	--------------

For more information concerning Title IX please see:

[Title IX Notice.pdf \(gadsdenstate.edu\)](#)

**Missing Persons Policy**

The Higher Education Act requires that all institutions that provide on-campus student housing must establish a missing student notification policy and procedures. The following applies to Fowler Hall Residents:

- Students who reside in Fowler Hall are encouraged to report when a student has been missing for 24 hours to Safety & Security or a Campus Security Authority. Campus Security Authorities are required to report any official missing student to the Director of Physical Plant, the Vice President and/or the Director of Fowler Hall.
- Each resident will have the option to annually register a confidential contact person to be notified in the case that the student is determined to be missing.
- Only authorized campus officials and law enforcement officers may have access to this information. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation.
- Even if a student has not registered a contact person, local law enforcement will be notified immediately if a student has been reported as missing.
- The parent or guardian of a student less than 18 years of age and not emancipated must be notified in the event of a missing person investigation.
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, a missing student report will be filed with Safety & Security and/or local law enforcement within 24 hours once it is determined that a student has been missing for 24 hours.

**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, Gadsden State Community College is designated as a drug and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

1. Gadsden 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. Gadsden State 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.

Students that need more information concerning drug, alcohol or mental health counseling may contact the Dean of Enrollment and Retention.

### **Student Possession, Use and Sale of Alcoholic Beverages**

Gadsden 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, Gadsden State 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. Gadsden State 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 actions upon completion of due process hearings:

Probation

Suspension from college

Expulsion from college

Criminal Prosecution

Ban from college property

### **Employee Possession, Use of Alcohol and Drugs at Gadsden State Community College**

Gadsden 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, Gadsden State 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. Gadsden State 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.

Employees 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	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.  <b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture	<b>Second Offense:</b> 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	<b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> 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	

Substance/Quantity	Penalty
Any amount of other Schedule I & II substances	<b>First Offense:</b> 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.  <b>Second Offense:</b> 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.
Any drug product containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any amount of other Schedule III drugs	<b>First Offense:</b> 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. <b>Second Offense:</b> 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)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> 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	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

<b>FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA, HASHISH AND HASHISH OIL, SCHEDULE I SUBSTANCES</b>	
<p>Marijuana</p> <p>1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p><b>First Offense:</b> 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.</p> <p><b>Second Offense:</b> 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>
<p>Marijuana</p> <p>100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p><b>First Offense:</b> 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><b>Second Offense:</b> 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</p> <p>50 to 99 kilograms marijuana mixture,</p> <p>50 to 99 marijuana plants</p>	<p><b>First Offense:</b> 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><b>Second Offense:</b> 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>Hashish</p> <p>More than 10 kilograms</p>	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish Oil</p> <p>More than 1 kilogram</p>	
<p>Marijuana</p> <p>less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)</p> <p>1 to 49 marijuana plants</p>	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
<p>Hashish</p> <p>10 kilograms or less</p>	
<p>Hashish Oil</p> <p>1 kilogram or less</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 §
<b>CONTROLLED SUBSTANCES</b>		
<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 <sup>nd</sup> 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)
<b>MARIJUANA &amp; DRUG PARAPHERNALIA</b>		
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</i> for sale to one under 18 by one over 18. Prison: 2-20 years; Fine: Not more than \$30,000 <i>Class C Felony</i> for sale. Prison: 1-10 years; Fine: Not more than \$15,000 <i>Class C Misdemeanor</i> for possession. 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. Gadsden State Community College will make good faith efforts to have and maintain an alcohol and drug-free workplace.

### **Helpful Web Sites**

Additional information can be found on our web site at <http://www.gadsdenstate.edu>, with our campus maps at <https://www.gadsdenstate.edu/campuses.cms>, our Catalog and Student Handbook at <https://catalog.gadsdenstate.edu/>, our Employee Handbook at [http://ww4.gadsdenstate.edu/employee\\_handbook](http://ww4.gadsdenstate.edu/employee_handbook), and our Safety & Security Handbook at <https://www.gadsdenstate.edu/skins/userfiles/files/GSCC%20Safety%20Security%20Handbook%20Revised%20Spring%202021.pdf>.