



2016 Annual Security and Fire

October 2016

(Includes Statistics from 2013, 2014 and 2015)



Annual Cam

DEPARTMENT OF PUBLIC SAFETY



BEVILL STATE COMMUNITY COLLEGE

Bevill State Community College Campus Security and Fire Safety Policies and Procedures

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Message from Director of Safety and Security

Dear community,

The guarantee to law enforcement can be very challenging on any college campus. Providing Bevill State Community College with a safe and secure environment is our number one priority.

Bevill State Community College (BSCC) works to maintain a safe and secure campus and to protect your property by providing full police and environmental safety services through the Bevill State Community College Police Department (BSCC PD) and by sharing information you can use to reduce your chances of becoming a crime or accident victim.

We provide the College with a highly trained public safety department open during campus operational hours. We encourage prompt reporting of all crimes and suspicious activity to the Campus Police to assist us in providing the best possible service. Working as a team in our community can only enhance the quality of life on our campus.

Each year, BSCC publishes the Annual Campus Security and Fire Safety Report which includes crime statistics, fires on campus, injuries and property damage. It also outlines BSCC security policies and procedures. Please take the time to familiarize yourself with this report so you can become an informed member of our community and contribute to the College's effort to create and maintain a safe environment in which we can live, study, and work. Always use good safety practices and do not hesitate to contact the Bevill State Community College Police Department whenever you need assistance or more information about the services we provide.

Please feel free to contact any member of the department with questions on services we provide.

Sincerely,

Randy T. Stults

Randy T. Stults

Director of Safety and Security
(205) 387-0511 Ext. 5866

Our goal is to ensure students, faculty and staff a safe and secure educational environment conducive to the essence of learning.

Mission Statement: The mission of the Bevill State Community College's Department of Public Safety is to provide the highest quality of safety and security to the College and promote informative training while protecting life and property. We will endeavor to achieve our mission by partnering with the community, providing service in a professional courteous manner, and prevent criminal activity while providing an environment conducive to achieving academic excellence.



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General Information/Procedures

A Report of the Three Most Recent Year's Crime and Fire Statistics

In accordance with the federal regulations of the Campus Security Act, Bevill State Community College publishes crime, fire and security-related policies and procedures for the three most recent calendar years. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students. The College's Student Handbook, Policies and Procedures Guidelines and Right-to-Know information informs our prospective and current students, faculty and staff about the general procedures for reporting crimes both on and off campus. It also includes tips on preventing thefts of property and crimes of violence, including physical and sexual violence.

In compliance with the 1998 amendments to the Campus Security Act (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) and Department of Education regulations, the crime and fire statistics published in this report illustrate:

- The reporting of crime categories as specified below.
- The reporting of specified hate crimes by category of prejudice against the victim (race, gender, religion, sexual orientation, ethnicity, disability).
- The reporting of violation arrests and referrals to campus disciplinary action as specified below.

Each of these statistical categories is further broken down by geographic area:

- On-Campus (includes On-Campus Residential facilities)
- Non-Campus property
- Public Property (includes property within campus or immediately adjacent to it)
- The reporting of fires, death/injuries and property damage
- The College Police Department makes annual requests to the local Police Departments for crime statistics taken from the public areas within campus or immediately adjacent to the campus to be included in the Annual Campus Security and Fire Safety Report.

The *annual Campus Security & Fire Safety Report* includes crime statistics for the following categories of crimes, as reported to the BSCC-PD and other campus authorities, and local law enforcement: homicide (murder, non-negligent and negligent manslaughter); sex offenses (rape, fondling, statutory rape, incest); robbery; aggravated assault; burglary; motor vehicle theft; and arson. Also included are statistics for the following categories of violation arrests and referrals to the campus Judicial Coordinator disciplinary action: liquor law violations, drug law violations, and illegal weapons possession violations. In compliance with the Violence Against Women Act (VAWA) BSCC-PD also counts statistics for stalking, dating violence, and domestic violence.



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Reporting On-Campus Crimes and Other Emergencies

To maximize safety on each campus, the Bevill State Police Department strongly encourages anyone with knowledge about any crime, suspicious activity or unsafe actions or conditions on campus (either as a witness or as a victim) to make an immediate report to the Bevill Police in person or by phone. Reporting does not mean you must take legal action but it may help police officers stop further incidents as well as help them keep the community informed about criminal activity.

To make a report in person, go to the appropriate campus Police Department. To make a report by phone, call 205-387-0511 extension 5866 and describe the situation to the dispatcher. In an emergency situation, including fires and medical emergencies, call 911 first and then call the appropriate campus police. For office phones dial 9-911.

BSCC employees or students requiring non-emergency care may contact the appropriate Campus Police. Someone who is a victim of interpersonal relationship violence may contact the Domestic Violence Legal Help Line @ 1-800-650-6522. This line can also be used if you are the victim of dating violence and stalking.

BSCC Police Response to a Crime Report

When you report a crime to the BSCC Police Department, a BSCC police officer will meet you, listen to what happened and if necessary, make a preliminary report. Next, an investigator will review the report and conduct a follow-up investigation. If a suspect is found and you decide to press charges, information will be presented to the District Attorney, who decides if there is a legal basis to arrest the suspect. If there is an arrest to be made, you will be asked to sign an affidavit and a warrant will be issued. Any Law Enforcement officer can serve the warrant. If the subject lives on campus, it will be best the warrant is served by BSCC police officers. A court date will be set and you will have to be present to testify.

If You Do Not Want to Make a BSCC Police Report and/or Take Legal Action

BSCC encourages you to report criminal activity even if you do not want to take legal action in order to help us maintain accurate statistical records. The College Director of Safety and Security is responsible for preparing the College's Annual Campus Security and Fire Safety Report and for compiling the crime and fire statistics. We would like to keep the community informed as much as possible. The information you report may require the BSCC-PD to issue a Crime Alert/BSCC Advisory if they determine that the circumstances warrant such action. Also, see information below regarding another way in which to make a voluntary confidential reporting of forcible and non-forcible sexual offenses.



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Reporting Off-Campus Crimes and Other Emergencies

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction:

Fayette Police Department	(205) 932-5312
Hamilton Police Department	(205) 921-7424
Jasper Police Department at	(205) 221-2121
Sumiton Police Department	(205) 648-3261
Carrollton Police Department	(205) 367-8711

BSCC Police officers can assist in notifying other law enforcement agencies

Additional Sources of Statistical Information

Consistent with the U.S. Department of Education federal regulations, the BSCC has developed, and periodically reviews procedures to include in campus statistics, reports of required crimes made to the following campus security authorities.

Procedures for Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of the BSCC PD can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. All verified and unverified confidential reports of sexual offenses that meet reporting criteria as determined by BSCC PD and that are made to College staff are included in BSCC campus crime statistics.



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POLICIES

Campus Police Authority and Jurisdiction

The BSCC Campus Police officers are all certified by the Alabama Peace Officers Standards and Training Commission and are sworn with all the powers of a peace officer in Alabama (16-54-13.1) and have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a College student, the campus police may also refer the individual to the appropriate Director of Campus Services.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the local police and joint investigative efforts with investigators from BSCC and the city police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted by the County Court system respective to the campus the offense took place.

Bevill State Police Department provides full police and environmental safety services to the campus community. The College Police force consists of sworn officers with full arrest powers who are on duty Monday - Thursday 7am to 10 pm and Fridays 7am to 12 noon. During summer semester there are no officers on duty on Friday due to the College being closed. These officers are vested with all the powers, authority and responsibilities of any officer of the state on property owned or operated by the College and property immediately adjacent to campus. There are dispatchers for every shift that officers are working.

Criminal Activity Off-Campus

When a BSCC Student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state or federal law enforcement. Local Police and Sheriff Department routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

Working Relationship with State and Local Police Agencies

Bevill State Community College Police Department cooperates fully with local and state law enforcement agencies in cases that involve both on and off campus jurisdictions or when resources of an agency other than the BSCC-PD can be used to facilitate the resolution of an investigation. Local police agencies and College Police exchange information on a regular basis and work together during BSCC sporting and community events.



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Prompt and Accurate Reporting of Crimes

As noted in the sections Reporting On-Campus and Other Emergencies and Reporting Off- Campus Crimes and Other Emergencies, the BSCC-PD encourages anyone with knowledge of a crime on or off campus to report it. In order to maximize safety on campus and aid prompt investigations, we ask that you report to the BSCC PD any incident that may qualify as homicide (murder, non-negligent and negligent manslaughter); sexual violence (forcible, non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; and any hate crime for inclusion in the Annual Campus Security and Fire Safety Report.

Reporting a Missing Housing Resident

The Higher Education Opportunity Act of 2008 requires each housing resident to identify a contact person or persons whom the institution will notify within 24 hours if the student is determined by the institution police or security department or the local law enforcement agency to be missing. This contact information will be registered confidentially. The contact information is collected on the Student Housing Application. The Dean of Students will be notified if a housing resident is missing for 24 hours.

Daily Crime/Activity Logs

Crime/Activity log summaries are comprised of each case's location, type, date, time, and disposition. BSCC-PD crime/activity logs are available for public viewing, during normal business hours from 7:00am-5:30pm at the Bevill State Community College Police Department.

Emergency Notifications

In the event a situation arises on and/or concerning the campuses of Bevill State Community College, the Director of Safety and Security or his designee will analyze information and issue Alerts in a timely manner. Emergency Alerts will be issued by the College's emergency alert notification system (**BEAR Alert**). This method offers emergency communications to all faculty, staff, and students registered in the system by phone calls, e-mails and text messages. The campus community is encouraged to register their information (cell, email etc.) in their account, as it is the preferred method of notification. An Alert will be sent in the event of a natural or man-made disaster. Tests of this system will be conducted periodically to ensure the effectiveness of the system. In addition to the emergency Alert notification system, the Director of Safety and Security may issue warnings on the College's website via the College Public Relations Department. The Director may also use the Office of Public Relations, public address system in BSCC-PD patrol cars, and any other method deemed appropriate. Anyone with information warranting an Alert should immediately contact the BSCC Police Department at 205-387-0549 or 205-387-0511 Ext. 5866. The College Police Department's cooperative working relationship with local and state law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that, likewise, may warrant appropriate alerts.



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Submission of Campus Crime Statistics to Federal Agencies

Bevill State Community College Police Department submits crime statistics online to the U.S. Department of Education. Crime statistics data is also submitted on the Uniform Crime Report to the Alabama Criminal Justice Information Center.

Obtaining Information About Registered Sex Offender

Adult criminal sex offenders who must register with law enforcement officials must notify those officials of their enrollment or employment at institutions of higher education within the state. That information should, then, be forwarded to campus police of the school or institution of higher education where the adult criminal sex offender is employed, carries on a vocation or is a student. In accordance with the Campus Sex Crimes Act of 2002, the College must notify the community of where this information can be obtained. To request information regarding registered sex offenders, including those employed, carrying on a vocation or enrolled at Bevill State Community College, call BSCC-PD at 205-387-0549. Additional information regarding the location of sex offenders in your area may be accessed at the following link:

Alabama Bureau of Investigation at <http://www.dps.alabama.gov/Community>

Safety and Access to Campus Facilities

All buildings are secured as soon as possible after offices close or, in the case of a classroom building, after the last class of the day. The Bevill State Community College Police work closely with maintenance departments, department chairs and building administrators to maximize security coverage and ensure appropriate access controls. Police officers make regular checks of each building and its occupants to ensure that the buildings remain secure.

Security Considerations in the Maintenance of Campus Facilities

Maintenance issues, which affect safety and security, receive a high priority listing for completion. We have a fully functional online work order system at <https://bsccmaintenance.on.spiceworks.com/portal> so that all faculty and staff may submit maintenance work order requests. BSCC Police submit online work orders to repair and/or replace exterior lights that are out and any other maintenance related safety concerns. Periodic checks are conducted to identify areas on campus in need of additional lighting. Groundskeepers strive to keep campus landscape from becoming overgrown so it can't be used as a hiding place for a potential attacker. While completing maintenance functions, employees are instructed to ensure that all doors unlocked by them are re-locked. Electrical and mechanical equipment rooms are locked for safety reasons.



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BSCC-PD's Working Relationships with State and Local Law Enforcement Agencies

The Bevill State Community College Police Department has close working relationships and mutual assistance agreements with surrounding law enforcement agencies. Assistance from state agencies is requested as the need arises. Campus Police communicate directly with city, county and state police agencies if the situation deems necessary.

Campus Police personnel have access to the National Crime Information Computer System and the Alabama Criminal Justice Information System. These computer data bases are used for accessing criminal history data, nationwide police records and driver/vehicle identification as well as other local, state and federal law enforcement information.

Types, Frequency, and Descriptions of Crime Prevention Programs

The Bevill State Community College Police Department make use of various methods to inform students, faculty and staff about crime prevention. BSCC Police offer prevention and awareness blocks in each semester orientation classes. BSCC-PD makes available crime statistics, crime/activity logs, and the annual Campus Safety & Fire Report, which provide information on criminal activity.

BSCC-PD offers other information to prevent property crimes and crimes of violence through dissemination of safety information to students, faculty and staff alike. The Bevill State Community College crime prevention initiatives in student and new employee orientations stress community awareness and interaction through the distribution of material geared toward familiarizing those students, faculty and staff with their responsibility in reducing criminal opportunities and encouraging immediate reporting of all known offenses.

As mentioned in other sections, In the event a situation arises on and/or concerning the campuses of Bevill State Community College, the Director of Safety and Security or his designee will analyze information and issue Alerts in a timely manner. Emergency Alerts will be issued by the College's emergency alert notification system (**BEAR Alert**). This method offers emergency communications to all faculty, staff, and students registered in the system by phone calls, e-mails and text messages. The campus community is encouraged to register their information (cell, email etc.) in their account, as it is the preferred method of notification. An Alert will be sent in the event of a natural or man-made disaster. Periodic test of this system are administered to ensure its effectiveness.



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Missing Student Notification

The "Suzanne's Law" requires police to notify the National Crime Information Center when someone between 18 and 21 is reported missing and was signed into law by President Bush as part of the national, "Amber Alert" bill on April 30, 2003. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. This new law is intended to initiate prompt investigations when students are reported missing. Officers must ensure compliance with this requirement.

This policy is established by Bevill State Community College in compliance with the Higher Education Opportunity Act of 1965 (amended 2008) and applies to all on-campus resident students at Bevill State Community College.

For the purpose of this policy, a student may be considered to be missing if the student's absence from campus is contrary to his or her usual pattern of behavior and the college has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts or may be in a life threatening situation; the student has exhibited behavior suggesting that the student is unable to care for himself or herself; or if the student is overdue returning to campus and is not heard from after giving a specific return time to family or friends. If a member of the college community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the College's Department of Public Safety at (205) 387-0549. BSCC Police will collaborate with the Division of Student Services, other college officials, and/or the appropriate law enforcement agency to make an effort to locate the student and determine his or her state of health and well-being. BSCC Police will gather pertinent information about the student from the reporting person or others. Such information may include, but is not limited to, the student's description, cellular phone number, clothes last worn, vehicle description, information about the student's health or well-being, or an up-to-date photograph.

College officials also will endeavor to determine the student's whereabouts by contacting friends, associates, faculty members, and/or employers of the student, and/or determining whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, BSCC Police may make a welfare entry into the student's room. If the student resides off-campus, BSCC Police may enlist the aid of the neighboring police agency having jurisdiction.



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Notifications

For residential students and for students who live off-campus, notices will be made to each of the following individuals within 24 hours of BSCC Public Safety's determination that the student is missing:

- The student's parent or guardian as identified in the student's emergency contact information. The college is required by law to notify the student's custodial parent or guardian if the student is under age 18 and is not emancipated at the time he or she is determined to be missing. If the student is age 18 or over, notification may be provided to the student's parent or guardian, in addition to any other person identified as the student's designated emergency contact.
- Local law enforcement personnel.
- The student's designated emergency contact (if any).

After the student has been located, BSCC Public Safety will attempt to verify the student's state of health, well-being, and intention of returning to campus. When and where appropriate, a referral may be made to a community public health services provider.

Designation of Emergency Contact Information

Students are given the opportunity through the Office Student Services to designate an individual to be contacted by the college if the student is determined to be missing or otherwise in the case of an emergency. The designation will remain in effect until changed or revoked by the student. The contact information will be confidential and will be accessible only to authorized college officials or law enforcement personnel.



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Summary of Drug, Alcohol and Firearms Policies

Alcoholic Beverages

- No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, or for student events in College buildings, or on any property or public location belonging to Bevill State Community College.
- The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, or for student events in college buildings, or any property or public building belonging to Bevill State Community College.
- Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college.
- Common source containers are prohibited in residence halls and on College owned property.
- Possession of any alcohol paraphernalia is prohibited.
- Empty alcoholic beverage containers (bottles, can, etc.) are prohibited in/on College owned or controlled property.
-

Drinking Age Law, Alabama – Section 28-1-5

Notwithstanding the provisions of Section 26-1-1, it shall be unlawful for a person less than 21 years of age to purchase, consume, possess, or transport any alcohol, liquor or malt or brewed beverages, within the State of Alabama.

Drug-free Schools/Campus

Bevill State Community College acknowledges and adheres to the laws of the state of Alabama. The College also complies with the Drug-Free schools and Communities Act Amendments of 1989. In compliance with federal and state laws, at Bevill State Community College, the following will apply:



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Drugs

- The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- In compliance with state and federal law, it is illegal to possess, consume, use or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Bevill State Community College or at events sponsored or supervised by the College.
- The manufacture, intent to manufacture, to furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
- The sale, intent to sell, purchase, intent to purchase, deliver, or intent to deliver drugs controlled by federal or state law is prohibited.
- Possession or use of any drug related paraphernalia is also prohibited. The College reserves the right to initiate judicial action if drug violations occur on or off campus. Students found to be in violation of the drug policy will be subject to disciplinary action which may result in suspension or expulsion.
- Over-the-counter or prescription medications should not be used in any way except the manufactures intended purpose or as prescribed.

Alcohol and Substance Abuse Education Information

Prevention Programs

Bevill State complies with the regulations and initiative as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of Bevill State Community college that, during the month of September of each academic year, information reported in compliance with the Drug Free Workplace Act shall be made available to students and employees of Bevill State. Programs on during and alcohol abuse prevention are offered for students the 3rd week of October each year during National Collegiate Alcohol Awareness Week.

Sexual Assault and Violence

Bevill State Community College has an obligation and jurisdiction to respond to, investigate reports of, and prevent harassment and violence, including gender motivated discrimination, the Violence Against Women Act. The college does not tolerate sexual misconduct such as sexual harassment, sexual assault, stalking, and intimate partner violence. Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.



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Prevention and Reporting of Sexual Violence

Sexual violence is any form of sexual contact without the consent of all parties involved. Sexual contact is the intentional touching, whether with one's own body part, or an instrument or object, of the person of another, no matter how slight, in or on, an area of the body generally recognized as being a private part of the body; or the intentional touching of another person, no matter how slight, with one's own private body part anywhere on the other person's body. The amount or lack thereof, of clothing being worn by either person is of no consequence in determining whether a *sexual physical contact* has occurred, and the body part touched, or used to touch with, may be covered or clothed.

A. Definition of Consent

The College prohibits an individual from subjecting another person to any sexual contact without the consent of the other person. *Consent requires a clearly communicated agreement to engage in sexual activity.*

Sexual violence may be committed by acquaintances, dating partners, spouses, family members or strangers. The individual consenting must act freely and voluntarily and have knowledge of the nature of the act involved. Any agreement to engage in sexual activity that is obtained through coercion, including the use of physical force, threat,

intimidation or exploitation, is not consent. Consent may be withdrawn at any time regardless of the activity preceding the withdrawal of consent. A person may be deemed not to have knowingly and voluntarily consented if, at the time of the offense, the person is incapable of giving consent because of mental impairment or incapacitation, physical impairment, alcohol or drug consumption, or loss of consciousness. The existence of an intimate relationship is not sufficient to constitute consent and consent may not be inferred from silence or passivity alone. A person who is unconscious cannot give consent. A person who is cognitively impaired or under the influence of alcohol or drugs may not be able to give consent if, because of the impairment, he or she is unable to understand the situation or its consequences, or is unable to express his or her consent or lack of consent.

The use of alcohol or drugs by either party in conjunction with a sexual violence does not alleviate responsibility or diminish the serious nature of the offense. When alcohol or drugs are involved, a victim will not be charged with an alcohol or drug violation and should not let his or her use of alcohol or drugs be a deterrent to reporting the incident.



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B. Reporting Process

In responding to reports of sexual violence, the College's central purpose is to provide assistance and judicial action for any person, whether student, faculty, or staff member, who is sexually assaulted and to protect the College community from threat of further sexual violence.

The College strongly encourages individuals to report sexual violence to the appropriate authorities, as this is the only way that action can be taken against the alleged assailant. Reporting is a separate step from choosing to prosecute.

Victims are encouraged to use the following procedures:

Report to the Police: Individuals are strongly urged to contact the appropriate College Police Department (if assaulted on campus) or local police authorities (if assaulted off campus). College Police can be reached by calling the local phone numbers:

Fayette Campus	(205) 438-1733
Hamilton Campus	(205) 442-1567
Jasper Campus	(205) 438-1734
Sumiton Campus	(205) 282-1346
Pickens County Educational Center	(205) 259-0673
Dispatcher	(205) 387-0549 or (205) 387-0511 ext. 5866

Upon notification of an emergency situation related to an alleged act of sexual violence, an official from the college Police Department will notify the appropriate college administrator(s).

C. Medical and Counseling Support Services and Other Services

It is very important for victims of sexual violence's to obtain immediate medical care following a sexual violence. Whether or not the sexual violence is reported, medical care will ensure the victim's well-being and the documentation, collection and proper preservation of physical evidence in the assault.



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Medical Attention

In addition to care of obvious injuries, medical attention is needed to protect the victim from sexually transmitted diseases or the possibility of pregnancy. If you have been raped and might consider taking legal actions against the rapist, you need to receive medical care at the local hospital... The local emergency room doctors are the only area physicians who give

medical exams in which evidence of rape can be obtained and preserved for legal action. You should have the exam as soon as possible. You will need a change of clothes; the clothes worn during the assault will be kept as evidence. If you have already changed clothes, bring along any articles that may have blood or semen on them. In order to preserve physical evidence of the assault, victims should not change clothes, bathe, and douche, or use the bathroom before seeking medical care.

Community Resources

Bevill State Community College does not offer mental health counseling to students or employees; however, it is important to be aware of community resources that are both free and confidential. The Northwest Mental Health Center may be contacted 24 hours a day at 1-800-489-3971.

Voluntary, Confidential Reporting of Sexual Offenses:

- Although victims of sexual offenses are not required to report offenses to the police, reporting is strongly encouraged. If an individual is entirely certain that they will not take legal action, they are encouraged to contact assistance, such as a Mental Health Services facility or counseling provider.

What about confidentiality?

BSCC-PD may share the three items a, b &c below listed below.

- a.) a student threatens to harm him/her or harm others
- b.) there is reasonable suspicion of abuse of a child or elderly person
- c.) when ordered to release records to a court of law having proper jurisdiction.

Additional Information

1. Local news media may receive notice of sexual assaults reported to the Bevill State Community College Police Department so that others are alerted; names of victims are not released; privacy is protected at all times. No pressure is placed on a sexual assault victim to report the attack if they choose not to report; victim's parents will not be notified without the victim's consent.
2. Medical Services- It is very important for victims of sexual assault to obtain immediate medical care following a sexual assault. Whether or not the sexual assault is reported, medical care will ensure the victim's well-being and the documentation, collection, and proper preservation of physical evidence in the assault.



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Anyone needing assistance should call BSCC-PD at 205-387-0549.

3. Procedures Followed After a Report of a Sexual Offense Is Made to Campus Police:

When a sexual assault is investigated, the victim may be unprepared for the lengthy, public process of bringing the perpetrator to justice. BSCC-PD respects the victim's feelings but must also observe due process of law. The following outline of a sexual assault investigation can help victims of sexual offenses understand the process of the investigation.

Immediate Response to Report: After an assault has occurred and the victim contacts campus or city police, patrol officers will respond to the victim, ensure her well-being, and offer necessary support services.

Procedures Followed After a Report of a Sexual Offense Is Made to Campus Police Continued

(A.) The responding patrol officers, after receiving a brief description of what happened from the victim, will inform the appropriate support personnel. Officers will secure the crime scene and interview any witnesses and preserve the crime scene for evidence collection. The officers will help the victim arrange medical care to treat injuries and potential sexually transmitted diseases, and preserve physical evidence of the assault.

(B.) When ready, the victim will be asked to provide a detailed statement of the assault to police personnel.

(C.) Officers may ask the victim to try and identify the suspect from a photo or physical lineup.

(D.) Investigators must gather enough evidence to establish "probable cause," i.e., legal reason to arrest the suspect. When the evidence is ready, the investigators and victim will appear to meet with a magistrate to ask for a warrant allowing the suspect's arrest. If a warrant is granted, the suspect can be arrested and jailed. The suspect may not spend all of the time before the trial in custody; bail/bond can be provided for the defendant at the discretion of the judge or magistrate.

(E.) There may be several judicial proceedings before the actual trial.

For instance, a "preliminary hearing" may be held. This hearing, which is conducted before a judge, may require the victim to answer questions from the prosecuting attorneys and the defendant's attorney. The victim may also be asked to appear before the Grand Jury when it convenes to determine if the defendant is to be indicted. If indicted, a trial will be scheduled.

(F.) The trial will typically be held in the District Court of the county the offense occurred in.

Sexual assault trials generally involve testimony from the victim, the police, the emergency-room personnel, and other witnesses. If the accused defendant is found to be guilty of the crime, the judge will set a sentencing hearing which may require further testimony for those involved in the trial.



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Advising the College about Sex Offenders

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as *Megan's Laws*). If registered sex offenders are enrolled at or employed at a postsecondary institution, the offenders must also provide this information to the state. The information is then provided by the state to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located.

Alabama Sex Offenders Registry

The State of Alabama maintains a statewide sex offender registry. This web address allows you to search by county for sex offenders in the BSCC and surrounding areas. Alabama sex offender registry statute require all sex offenders to register. The sheriff of each county maintains sex offender registration for that county and forwards it to the Department of Public Safety.

Student Code of Conduct

See the 2016-2017 *Bevill State Community College Catalog* provided for the policies and procedures for the Student Code of Conduct.

Firearm Policy

Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives or other dangerous devices. (Weapon possession will be enforced according to Alabama State Law).

Fire Safety

The BSCC Police Department works closely with the local Fire Departments. The goal of the BSCC Police Department and the local Fire Department is to educate the BSCC community about fire and life safety, to prevent fire emergencies and to reduce alarms.

Fire Statistics

In accordance with the Higher Education Opportunity Act of 2008, Bevill State Community College is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained in a database within the Bevill State Police Department. Data collected includes, but is not limited to, the building name, alarm location, time and date, the number and cause of each fire, any and all injuries, any fatalities and dollar values for property damage by the fire.



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STUDENT CONDUCT CODE

The publication of the Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Conduct Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and wellbeing of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty or staff member or the College itself is strictly prohibited.

APPLICATION

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. Furthermore, this Conduct Code is applicable to the behavior of students and organizations participating in College sponsored events, both on and off the College campus or property. The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and with the educational mission of the College. Violations will render a student subject to disciplinary action under procedures that provide for adequate notice and a fair hearing. Penalties for violations may include reprimand, remuneration, probation, loss of privilege, community service, suspension, expulsion, and/or other penalties which may be set forth in College regulations. The student shall be entitled to a hearing according to regular disciplinary procedures.

PROCEDURE FOR BRINGING A CHARGE OF NONACADEMIC MISCONDUCT AGAINST A STUDENT

Charges of a disciplinary nature may be filed against a student by another student or member of the administration, faculty, or staff. Charges of any case involving violation of published policies and regulations must be submitted in the form of a verbal or a written complaint to the Director of Campus Services. Upon notification of formal charges being proffered against a student, the Director of Campus Services will inform the Dean of Students of the nature of the charge(s) and the student(s) involved. If the Director of Campus Services deems that the presence of the student(s) poses a continuing danger to persons, property, or the ongoing threat of disruption of the institution or its operations, the Dean of Students will be notified, and the student(s) may be temporarily suspended from the College. In such cases, a Student Disciplinary Hearing will be held within 72 hours, excluding Saturday, Sunday, and official College holidays, of the student's suspension. In all cases that involve a charge of non-academic misconduct, the Director of Campus Services must make a preliminary investigation by consulting the primary parties involved to determine whether the charges may be disposed of informally without the initiation of disciplinary proceedings.



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The following charges (1-14) may be disposed of by an informal process with resolution between the student or group of students and the Director of Campus Services:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Lewd, obscene, licentious, indecent exposure, or inappropriate dress;
3. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
4. Unauthorized class attendance of guests and family members of a student without permission of Director of Campus Services;
5. Smoking, including chewing tobacco, dipping, vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on College owned or College-controlled property, with the exclusion of designated smoking areas.
6. Filing a false report or knowingly making a false statement interfering with the investigation of any situation described in this Conduct Code and/or the annual campus safety and security report;
7. Trespassing or unauthorized entry;
8. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
9. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
10. College instructors and staff may limit student use of electronic devices such as cell phones, pagers, cameras, laptop computers, iPads, and iPods where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures.
11. Display of pornographic or sexually explicit materials, including but not limited to: clothing, videos, magazines, books, posters, photographs, or computer screens.
12. Any form of gambling;
13. Failure to comply promptly with directions of College officials or law enforcement officers acting in the performance of their duties.
14. Unauthorized possession of College, state, or federal property or supplies. Any member of the College community may file charges against a resident/visitor of campus residence halls for misconduct related to the following minor residence hall infractions in or on the grounds of residence halls. The following process will be followed to reach disposition of charges filed against a resident/visitor: a. Charges must be filed with the Director of Campus Services; b.



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The Director will thoroughly investigate the charges filed; c. The Director will dispose of any of the following infractions (15-27) through an informal resolution between the Director and the student/visitor.

15. Violation of published policy governing residence hall visitation and occupancy.

16. Splicing into or otherwise tampering with existing electrical wiring or cable television connections or computer cables.

17. Excessive absences from residence hall meetings.

18. Possession of candles, incense, or other flame-emitting articles.

19. Possession of state, federal, local, or miscellaneous signs illegally obtained.

20. Possession of cats, dogs, hamsters, guinea pigs, mice, spiders, lizards, snakes, or other pets, on either a permanent or visitation basis. Animals that have been preserved through taxidermy are also strictly prohibited. 21. Possession of unapproved appliances.

22. Possession of paint-ball guns and equipment, dart boards and darts, or any type of potentially hazardous recreational game or equipment.

23. Solicitation and sales without permission from the Residence Hall Manager/Housing Personnel.

24. Possession of weight-lifting apparatus and waterbeds.

25. Playing musical instruments.

26. Leaving a student housing room door unlocked or leaving the room with excessive lights, radios, or other electrical appliances left on. NOTE: A sanction will be issued to all residents of that room.

27. Possession or display of empty alcoholic beverage containers in residence hall. After initial investigation of charges (1-27), the Director of Campus Services will decide the appropriate disciplinary action required. If the accused is dissatisfied with the decision of the Director of Campus Services he or she may submit a written request within 24 hours for a hearing before the Student Disciplinary Committee. If the student and Director of Campus Services are satisfied with the conclusion of the case at this point, the Director will notify the student and the party bringing the charge(s). The following charges (28-49) must be referred to the Student Disciplinary Committee in accordance to the following process: a. Charges must be filed with the Director of Campus Services; b. The Director of Campus Services will thoroughly investigate the charges filed; c. The Director of Campus Services will forward the findings of the investigation to the Dean of Students

28. Excessive violations of the published student conduct code, residence hall visitation and/or occupancy policies.

29. Forgery, alteration, or misuse of College documents, records, or identification;



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30. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities on College premises by either Bevill State Community College or non-College persons or groups;
31. Destruction, damage, or misuse of College, public, or private property;
32. Conduct in violation of federal, state statutes or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
33. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
34. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;
35. Hazing in any form is strictly prohibited. Hazing is any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy.

Hazing has been defined as but is not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation, which results in, or might result in, mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
36. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in Student Conduct Code, including witnesses, faculty members, staff members, and students, before, during or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc.;
37. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives or other dangerous devices. (Weapon possession will be enforced according to Alabama state law.)
38. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
39. Being under the influence of alcoholic beverages or no prescribed, controlled drugs on College property or at a College-sponsored function;
40. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;



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41. Theft, accessory to theft, and/or possession of stolen property;
42. Physical or verbal abuse, threat of violence, intimidation, physical, mental or sexual harassment;
43. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
44. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and benefit from educational facilities;
45. The use of Bevill State Community College computer terminals and/or telecommunications equipment on College owned or College-controlled property for personal use or for purposes of obtaining pornographic or sexually explicit information;
46. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
47. Terrorist threat to Bevill State Community College or from College-owned or controlled property
48. Software tampering, espionage, sabotage, and criminal mischief.
49. Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. (The College's Assault and Violence Policy can be found on page 10 of the Catalog. A student charged with this conduct violation will be immediately referred to the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints found on page 11 of the college catalog. Sanctions for this violation may range from probation to expulsion, depending on the severity of the incident.)
50. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College. NOTE: If a student violates policy related to alcohol or substance abuse and is under 21, the Director of Campus Services will notify the student's parents.

STUDENT DISCIPLINARY COMMITTEE COMPOSITION AND RESPONSIBILITY

1. The Campus Student Disciplinary Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.
2. The Committee shall consist of two (2) faculty members, one (1) professional staff member, one (1) support staff member and one (1) student. The Dean of Students shall serve as the chairperson for each campus Student Disciplinary Committee.



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3. The Dean of Students shall appoint the Student Disciplinary Committee. The faculty and staff members shall serve a term of two years. Each year one faculty member and one staff member shall rotate off of the Committee and the Dean of Students will appoint a replacement for the two (2) vacant seats on the Committee. A student officer from a campus student organization shall be appointed annually to serve a term of one year on the Student Disciplinary Committee. Committee substitutions may be necessary if a conflict arises in scheduling hearings in a timely manner.

4. The Chairperson will preside over all hearings and serve as a non-voting member of the committee. Any Committee member who has any personal interest or special information concerning a particular case should recuse themselves from that case.

5. The Committee shall maintain an adequate record of the history and disposition of each case. The Director of Campus Services' secretary shall attend all Student Disciplinary Hearings and keep a written record of the proceedings. The Chairperson shall maintain the written record of the hearing and the decision. The record shall include a summary of the evidence upon which the Committee based its decision. At the conclusion of each hearing the Chairperson will turn over notes and records from the proceeding to the Director of Campus Services to be retained for five years after the disposition of all cases.

STUDENT RIGHTS AND RESPONSIBILITIES

1. The student does not forfeit any constitutional rights upon entrance into the student body of Bevill State Community College.

2. By virtue of the student's request for admission into Bevill State Community College (via application), the student agrees to abide by the College's rules, regulations, policies, and Conduct Code.

3. The student may have a representative present at any Student Disciplinary Committee hearing for advisement only. The representative will not have the right to cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

SANCTION WITHOUT HEARING BY STUDENT DISCIPLINARY COMMITTEE

In the event that a student wishes to waive the right to a hearing before the Student Disciplinary Committee, he/she must submit a written admission of guilt to the Director of Campus Services. The Director of Campus Services will then accept jurisdiction of the case. Once a student has been informed of his/her rights and has knowingly and voluntarily accepted in writing the authority of the Director of Campus Services to recommend the penalty, the student shall have waived the right to request a hearing before the Student Disciplinary Committee. If the Director of Campus Services determines that a violation has occurred, he/she will recommend sanction(s) to be issued to the student to the Dean of Students for approval. By waiving the right to a student disciplinary hearing, the student does not waive his/her right to due process. Should the student choose to appeal the sanction imposed based on waiver of a student disciplinary hearing the student must appeal to the Appeals Board.



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PROCEDURE FOR CONDUCTING THE HEARING ON NON-ACADEMIC MISCONDUCT

The Director of Campus Services must submit a written notification informing the student that he or she has been charged with specific violations of the Student Conduct Code. Within five days (excluding Saturdays and Sundays and College holidays) of the formal charge being brought against a student the written notification will be hand delivered to the student if at all possible; otherwise, it will be delivered by certified mail. The Director of Campus Services must send a copy of the charge(s) and the investigation report to the Dean of Students. The Director of Campus Services shall activate the Student Disciplinary Committee. Within five calendar days of the receipt of the charges, the Director of Campus Services must set a time for the hearing and must notify all parties in writing of the time, date, and location of the hearing. The procedure for conducting a hearing must contain the following elements:

1. No less than twenty-four hours before the disciplinary hearing (excluding Saturdays and Sundays and official College holidays), the Director of Campus Services must submit a written notification of the date, time and location of the hearing to the student charged with misconduct.
2. The hearing must be conducted in such a way as to afford due process to all parties involved.
3. The hearing must be private and confidential, except by consent of all parties.
4. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student must have an opportunity to examine evidence, cross-examine witnesses, offer witnesses on his/her behalf, and respond on his/her own behalf.
5. The student charged must be permitted the right to have a representative present. However, only the student may address the Committee or witnesses directly. In the case of an international student or a student with a disability, such as hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.
6. Either party may offer testimony (written or oral) of witnesses. Written statements shall be admissible; however, should the accused student challenge any significant part of the written statement, the Disciplinary Committee may choose to disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may reconvene the hearing when the witness(es) may appear and be questioned by the Committee and the accused.
7. The burden of proof rests with the person(s) bringing the charge(s).
8. The student shall have the right to cross-examine any witness against the student or to refute any written testimony.
9. If the accused student fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused.
10. The Committee members must deliberate in confidential discussion. A majority vote shall be required for the committee's decision.
11. The Chairperson will notify the student and any appropriate member of the College community within twenty-four hours in writing of the decision of the Committee.
12. The decision of the Committee shall be considered final except in case of appeal.



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SANCTIONS IMPOSED FOR VIOLATIONS OF NON-ACADEMIC MISCONDUCT

1. Censure - A statement to the offender that he/she has violated Bevill State Community College regulations and of the possibility of more stringent disciplinary action in the event of future violations. A censure statement may be given by the Director of Campus Services or the Student Disciplinary Committee.
2. Community Service - Performance of duties under the supervision of approved local agencies or College officials to be completed within a specified time frame. If service is not completed in a timely manner the Director of Student Services will invoke restitution for service not completed. Community Service may be given by the Director of Campus Services or the Student Disciplinary Committee.
3. Disciplinary Probation - A specified period of monitoring the student behavior to ensure compliance with Bevill State Community College Policies and Regulations, local, state, and federal ordinances. Any additional violations incurred while on probation may result in suspension or expulsion. Disciplinary probation may be given by the Director of Campus Services or the Student Disciplinary Committee.
4. Disciplinary Limitations - Exclusion from participation in designated activities for a specified period of time. Any additional violations incurred while on disciplinary limitations may result in suspension or expulsion. Disciplinary limitations may be given by the Director of Campus Services or the Student Disciplinary Committee.
5. Residence Hall Suspension - A student may be suspended from the residence hall for infraction of Student Housing Rules and Regulations. Suspension will be for a designated period of time. Residence Hall Suspension may be given by the Director of Campus Services or the Student Disciplinary Committee.
6. Suspension - Dismissal from classes and extracurricular activities for a specified period of time. Suspension is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student waive the right to a student disciplinary hearing. (In the case that a student poses an immediate threat to the campus community, the Director of Campus Services may issue a temporary suspension, with a Student Disciplinary Hearing to be held within 72 hours, excluding Saturday, Sunday, and College holidays).
7. Restitution - Requirement to compensate the College or other injured party for the value of damaged, lost, misappropriated, destroyed property or unfulfilled community service. The Director of Campus Services or the Student Disciplinary Committee shall set the amount and form of the restitution.
8. Expulsion - Termination of student status for a definite or an indefinite period. Expulsion is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student a student waive the right to a student disciplinary hearing. The conditions of readmission, if any, in the case of suspension or expulsion shall be stated in writing to the student.



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APPEALS BOARD

The Appeals Board, consisting of the Executive Vice President, the Dean of Instruction, and one student officer from a campus student organization, shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all testimony/evidence and to render a decision on the appeal. The Executive Vice President will serve as the Chairperson of the Appeals Board and will be responsible for appointing Board members, scheduling and conducting the appeal and informing the student of the Board's decision. The Executive Vice President's secretary shall serve as recorder for the appeal.

PROCEDURE FOR APPEAL

A student accused of non-academic misconduct may appeal the decision of the Student Disciplinary Committee or the Director of Campus Services through the following process: The accused must submit a written appeal to the Chairperson of the Appeals Board. The appeal must be requested within five (5) days, excluding Saturdays and Sundays and official College holidays following the receipt of the decision of the Student Disciplinary Committee or the Director of Campus Services. If a student chooses to exercise the right of appeal, his/her status may remain unchanged as determined by the Student Disciplinary Committee or the Director of Campus Services until the appeals process has ended. Therefore, sanctions as determined by the Student Disciplinary Committee or the Director of Campus Services, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.

1. The appeal is limited to review of the full report of the Student Disciplinary Committee or the Director of Campus Services. The Appeals Board may uphold the decision rendered by the Student Disciplinary Committee or Director of Campus Services, amend the decision, or overturn the decision.
2. Within three (3) days of the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board Chairperson must set a time, date, and a location for the meeting of the Board.
3. Within two (2) days after hearing the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board shall send written notice of its decision to the student and to all appropriate members of the College community. If, after following the procedure outlined above, the student still seeks redress, he/she may appeal to the College President. This appeal to the President must be made in writing, must state the reason(s) for the appeal, and must be submitted within two (2) days, excluding Saturdays and Sundays and official College holidays, of receipt of notice by the student(s) of the decision of the Appeals Board. The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall the student and all appropriate College personnel written notification of the decision rendered. NOTE: All Disciplinary activities will be noted in the student's disciplinary record.



BEVILL STATE COMMUNITY COLLEGE

DUE PROCESS FOR STUDENT ACADEMIC/INSTRUCTIONAL GRIEVANCE CASES

Students are guaranteed procedural and substantive due process in all cases involving formal academic grievances. The College also assures each student that no action will be taken on grounds which are not supported by academic policies/procedures. A student should immediately seek a resolution of all academic grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should discuss the matter with the appropriate Division Chair immediately. If a mutual resolution cannot be reached, the Division Chair should inform the College-wide Dean responsible for Academic Transfer, Health Science or Career Technical Education as appropriate. The student should immediately address the grievance with the appropriate College-wide Dean in writing. The College-wide Dean will investigate the grievance and render a final decision in the matter within five (5) days, excluding Saturdays, Sundays and official College holidays.

STUDENT GRIEVANCE POLICY/PROCEDURES: Bevill State Community College recognizes that in order to efficiently and effectively carry out its mission, students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Any student who has a grievance against a member of the Bevill State Community College faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should follow the Grievance Procedures and Resolution of Harassment and Discrimination Complaints Against Employees policy. Any student who has a grievance against another student should make a written complaint to the Director of Campus Services to be handled according to the Procedure for bringing a Charge of Non-Academic Misconduct Against a Student process found in the Student Handbook.

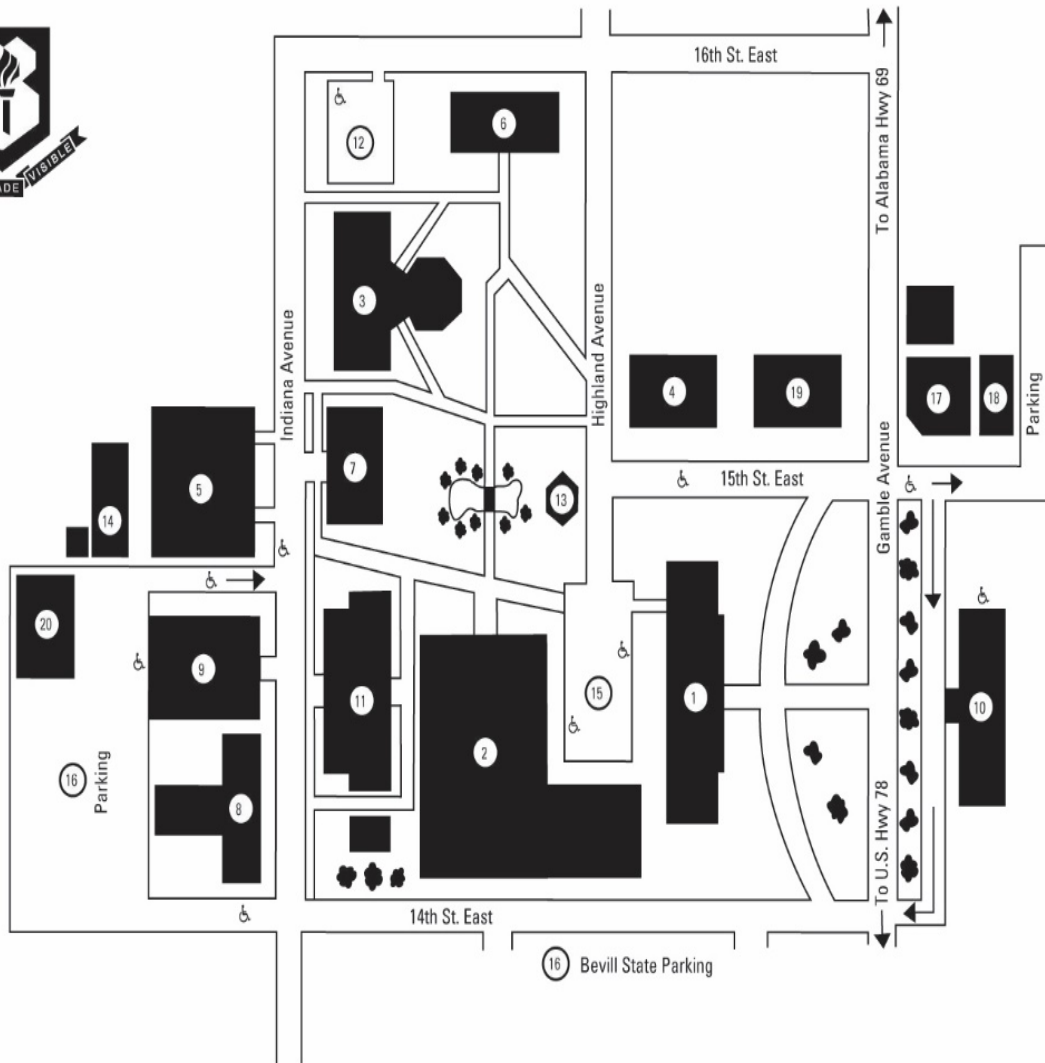
REFERENCE: Title VI of the Civil Rights Act of 1964, “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Title IX of the Educational Amendments of 1972, “No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Section 504 of the Rehabilitation Act of 1973 as amended in 1974, “No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Americans with Disabilities Act of 1990, “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other semesters, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation...shall ensure that interstate and intrastate telecommunications relay services are available...to hearing impaired and speech-impaired individuals in the United States.”



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Map of the Jasper Campus

Jasper Campus - Jasper, AL



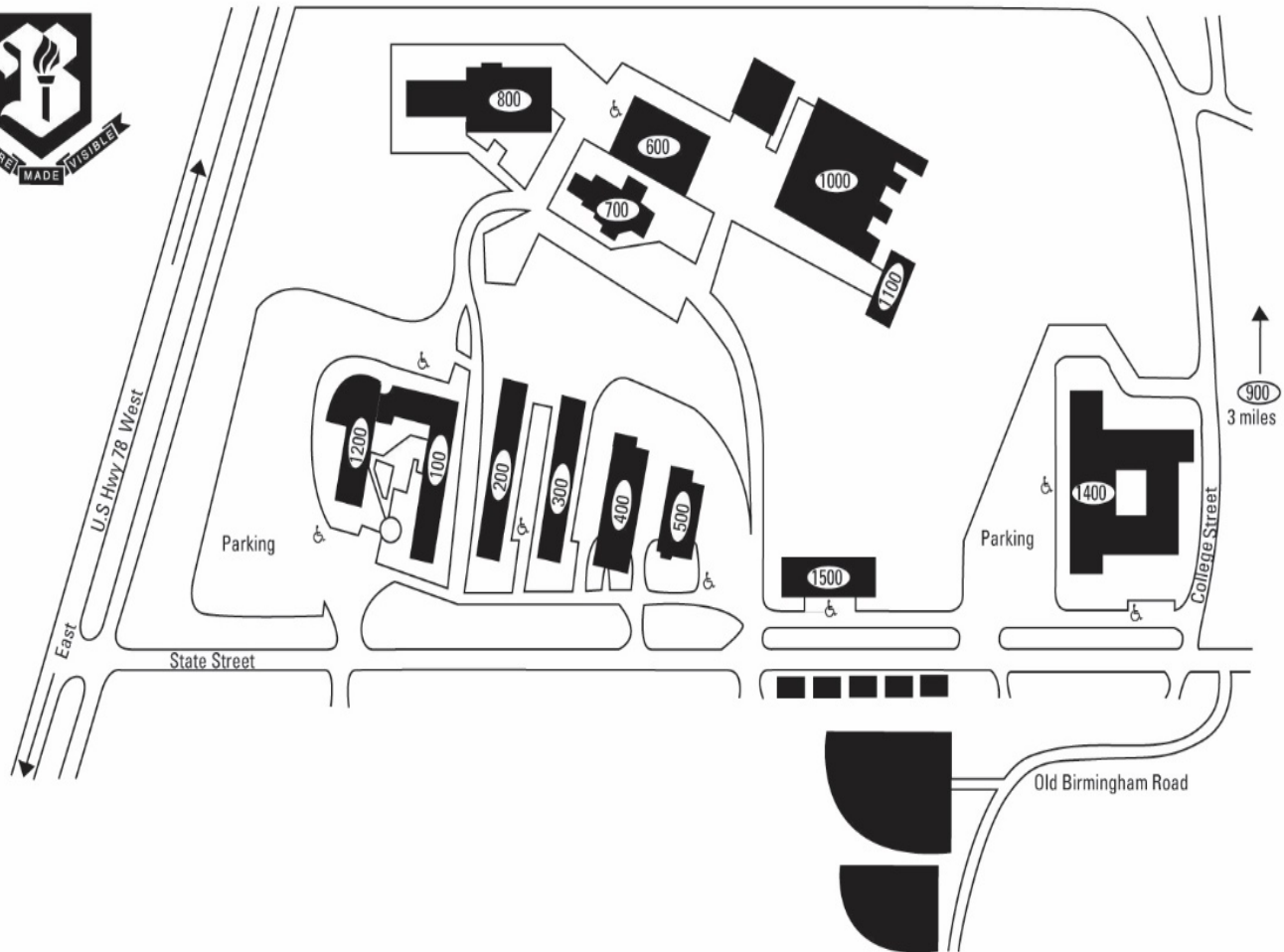
- | | | | |
|--|-----------------------------------|---------------------------------|-------------------------------------|
| 1. Davis Hall (D) | 6. Continuing Education Center | 11. Irma Dilg Nicholson Library | 16. Parking |
| 2. Wade Math & Science Building (H) | 7. Jesse Student Center/Bookstore | 12. L. M. Walker Hall Parking | 17. Bevill Hall/Health Sciences (B) |
| 3. L. M. Walker Hall/Arts & Humanities (W) | 8. McCutcheon Hall | 13. Gazebo | 18. Carl Hare Simulation Lab |
| 4. Thornton Chapel (CH) | 9. Rowland Education Center (R) | 14. Maintenance Building | 19. Foundation House |
| 5. Glen R. Clem Gymnasium | 10. Sam R. Murphy Hall | 15. Faculty/Staff Parking | 20. Maintenance Storage |



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Map of the Sumiton Camp

Sumiton Campus - Sumiton, AL



Bdg 100: Business & Office Administration
Computer Science
Computer Services
Cosmetology
Bdg 200: Bookstore
Business Office/Purchasing
Bdg 300: Electrical Systems Technology
Air Conditioning/Refrigeration Tech

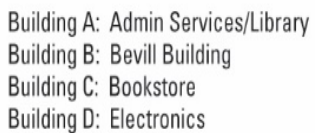
Bdg 400: Auto Body Repair Tech
Bdg 500: Distance Education classroom
Bdg 600: Machine Tool Technology
Auto Tech, Adult Education
Bdg 700: Mining
Bdg 800: Welding Technology
Diesel Technology
Bdg 900: Truck Driving (Off Campus)

Bdg 1000: Mining Technology
Simulated Coal Mine
Bdg 1100: Warehouse & Maintenance
CDL Training
Bdg 1200: Administrative Offices/Services
Library/Learning Resource Center
Office of Student Services
Testing Center

Bdg 1400: Business & Industry Training
Drafting Technology
Science Laboratories
Cafeteria, Civic Dining Room
Exhibit Hall
Security Office
Bdg 1500: Health Sciences, Computer/Science Labs
Distance Education classroom



Hamilton Campus - Hamilton, AL



Building K: Health Sciences
Building L: Lecture Hall
Building M: Wellness Center
Building N/P: Machine Shop

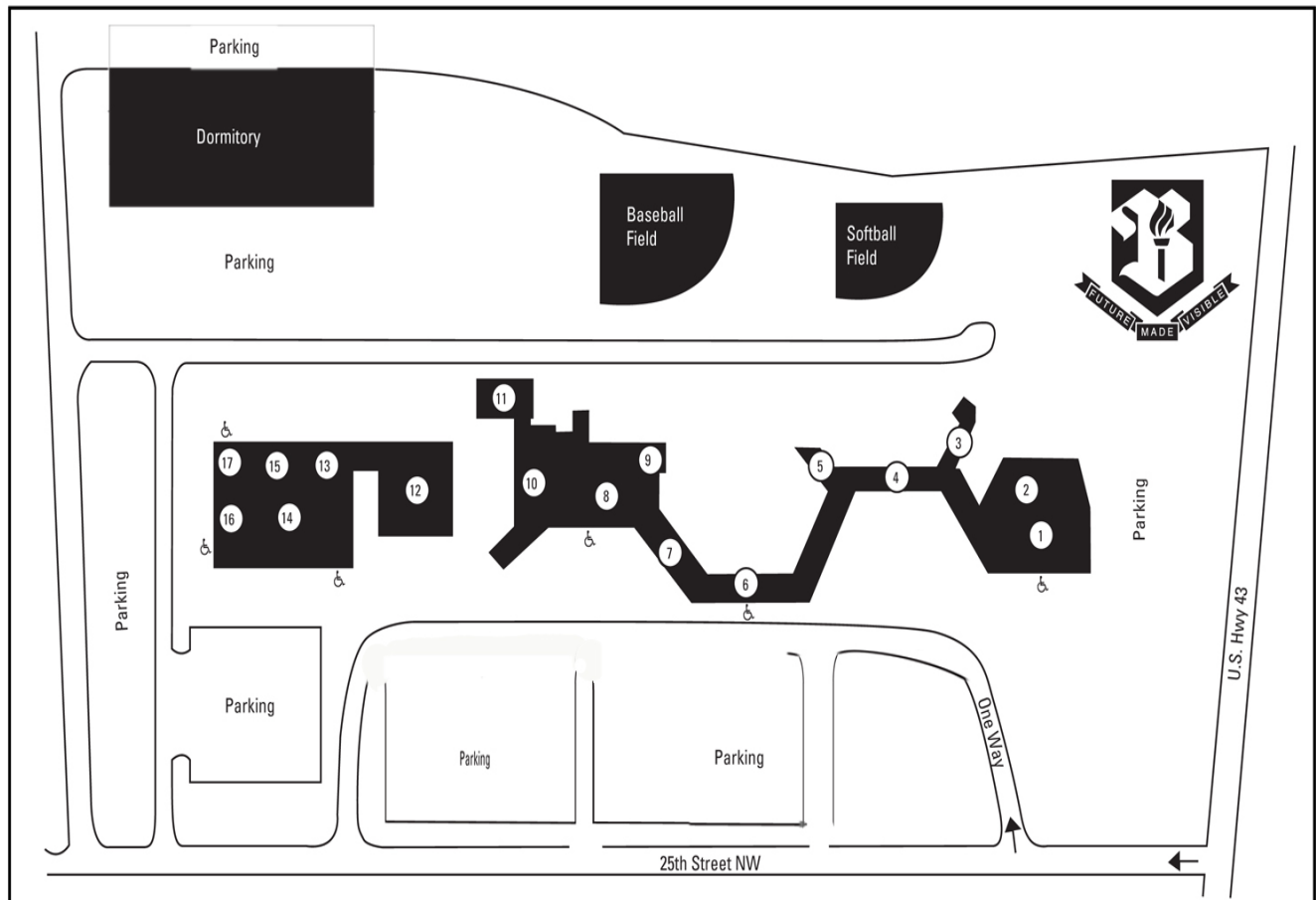
Building R: Drafting
Building S: Alabama Skills Center
Building T: Dorm
Building W: Warehouse



BEVILL STATE COMMUNITY COLLEGE

Map of the Fayette Campus

FAYETTE CAMPUS - Fayette, AL



1. Library/ Learning Resource Center
2. Testing Center (2nd floor)
3. Science Wing
4. Classrooms

5. Administrative Offices
6. Office of Student Services
7. Classrooms
8. Gymnasium

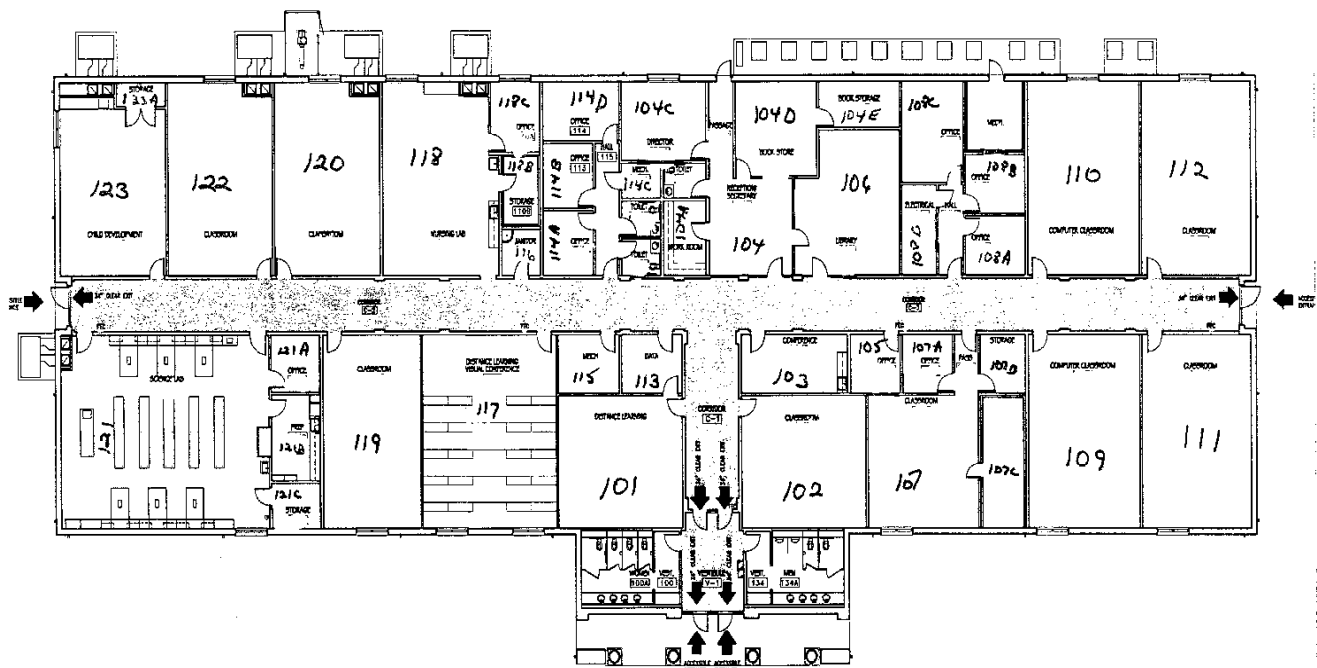
9. Bear's Den/Student Center
Business Office/Bookstore
10. Wellness Center
11. Maintenance
12. Health Science Wing

13. Adult Education classrooms
14. Tom Bevill Center Bldg
15. Alabama Career Center
16. Earl McDonald Auditorium
17. Cafeteria



BEVILL STATE COMMUNITY COLLEGE

Map of the Pickens County Educational Center (PCEC) Carrollton Campus





BEVILL STATE COMMUNITY COLLEGE

Crime Statistics:

The annual *Campus Security & Fire Safety Report* for Bevill State Community College includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the Bevill State Community College and on public property within, or immediately adjacent to and accessible from the campus. In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged, at off campus locations and/or within student organizations that are officially recognized by the College, are gathered from local police agencies. These agencies include any City, County, State, or Federal agencies that may have relevant information and the statistics are published in this disclosure. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The Bevill State Community College Police Department is aware that crimes may go unreported to law enforcement and encourages employees of BSCC, who have significant responsibility for students and student activities, to report to the Campus Police any crimes that they may have become aware of in their daily contact with students.





BEVILL STATE COMMUNITY COLLEGE

Criminal Incidents	On Campus			Residential Halls			Public Property			Non-Campus		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	1	0	0	1	0	0	1
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Violence Against Women's Act (VAWA)*												
Dating Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Domestic Violence	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Stalking	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Disciplinary Action/Judicial Referrals												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	3	0	0	0	0	0	0	0	0	0	0
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
* VAWA Crimes were not reportable prior to 2013												



BEVILL STATE COMMUNITY COLLEGE

Total numbers of reportable crimes that were Unfounded* 1

*Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.



BEVILL STATE COMMUNITY COLLEGE

2013-2015 Hate Crimes

Annual Campus Safety and Security Report pg. 38

Criminal Incidents Hate Crimes	On Campus			Residential Halls			Public Property			Non-Campus		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	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
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0



BEVILL STATE COMMUNITY COLLEGE

Fire Safety

The BSCC Police Department works closely with the local Fire Departments. The goal of the BSCC Police Department and the local Fire Department is to educate the BSCC community about fire and life safety, to prevent fire emergencies and to reduce alarms.

Fire Statistics

In accordance with the Higher Education Opportunity Act of 2008, Bevill State Community College is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained in a database within the Bevill State Police Department. Data collected includes, but is not limited to, the building name, alarm location, time and date, the number and cause of each fire, any and all injuries, any fatalities and dollar values for property damage by the fire.

Description of Student Housing Fire Systems

Every College student residence hall has:

- Smoke detectors
- There is a yearly inspection of all fire alarms and sprinkler system and all fire suppression equipment. All records of the tests are kept at Facilities Management
- Sprinkler systems are not in every building.

Fire Safety Policies and Procedures

Fire and Safety Equipment

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling false fire alarms,

discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention. Students responsible will be assessed for damages and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution. The maximum civil penalty for malicious use of fire and safety equipment will be enforced.



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Fire Drill Procedures

BSCC residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident (s) involved. If a resident fails to respond to a fire alarm, he/she may incur a fine as well as be subject to further disciplinary action. Dorm Managers, College personnel and Police Officers have the right to enter student room to locate the source of the problem and to ensure that everyone has evacuated the building.

In Case of Fire:

- ✓ **SOUND THE FIRE ALARM**
- ✓ **EVACUATE THE BUILDING**
- ✓ **CALL 911 and THE BSCC DEPARTMENT @ 205-387-0549 or 205-387-0511 ext. 5866**

Fire safety procedures and evacuation procedures are posted in every building.

Dorm managers also cover this information in their first dorm orientation of the school year.

Fire Safety Precautions

- Keep doorways, corridors and stairwells clear and unobstructed. Keep the fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Extinguish all smoking materials properly and thoroughly.

Never store flammable substances in your room or apartment. Unauthorized use of candles and live holiday decorations is not permitted in College buildings.

Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both

building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other safety devices or to block or obstruct paths of egress.



BEVILL STATE COMMUNITY COLLEGE

What to do in case of a fire

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keep your head near the floor.
- Once you are safely away from danger, call 911 to report the fire.
- Leave the building at once but stand by to direct emergency teams to the location of the fire. Note: If a member of the BSCC community finds evidence of a fire that has been extinguished and the person is not sure whether Police or Fire has already responded, that person should notify the Police or Fire, who will investigate and document the incident.

Fire responses do's and don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke. Call the POLICE and FIRE right away. Keep the door closed and wait for assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window---the Fire Department will be looking for this sign.
- DO close the door behind you if it is safe to leave your room.
- DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DON'T use an elevator during a fire emergency: ALWAYS USE THE STAIRS.

As a safety precaution, the College community should know that they should physically check to make sure their vehicles are securely locked. They should also make sure that no money, electronics or any valuables are left in plain view inside their vehicles. When using keyless entry, you should still physically check your vehicle before leaving.



BEVILL STATE COMMUNITY COLLEGE

RESIDENTIAL FIRE STATISTICS:

The information below lists the 2015 Annual Fire Stats for On-Campus Housing:

Residential Facilities	Total Fires	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage
Fayette AL Campus Dorm	0	N/A	N/A	N/A	N/A	N/A
Hamilton AL Campus Dorm	0	N/A	N/A	N/A	N/A	N/A

ON-CAMPUS HOUSING FIRE PROTECTION SYSTEMS

Bevill State Community College; Listed by Resident Halls in respect to specific Campus location

Facility	Fire Alarm	Sprinkler System	Smoke Detection	Fire Extinguishers	Heat Detectors	Duct Detectors	Horns/Strobes	Fire Drills
Fayette AL Dorm	Y	No	Yes	Yes	Yes	Yes	Yes/Yes	2
Hamilton AL Dorm	Y	No	Yes	Yes	Yes	Yes	Yes/Yes	2