

2023



ANNUAL SECURITY REPORT



ENTERPRISE STATE
COMMUNITY COLLEGE

TABLE OF CONTENTS

Table of Contents.....	ii
Introduction	1
Campus Security and Law Enforcement	2
Campus Security Authorities.....	2
Reporting of a Crime or Emergency On Campus	3
Reporting of a Crime or Emergency Off-Campus.....	5
Daily Crime Logs.....	5
Timely Notifications	6
Emergency Warnings	7
Emergency Preparedness	7
Crime Prevention and Security Awareness Programs	10
Crime Prevention Tips.....	11
Drug-Free Campus and Workplace Policy.....	15
Firearms on Campus	27
Registered Sex Offender Site	28
Sexual Assault, Domestic and Dating violence, and stalking	28
Title IX & Sex Discrimination Policy.....	30
Crime Statistics.....	48
Appendix A: Enterprise State Community College-Enterprise Campus Crime Statistics	49
Appendix B: Alabama Aviation College-Ozark Campus Crime Statistics.....	51
Appendix C: Alabama Aviation College-Andalusia Site Crime Statistics	53

INTRODUCTION

This report has been prepared by Enterprise State Community College Chief of Campus Police in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). It includes important information regarding policies on campus safety and related issues, such as crime reporting; emergency procedures and notification; alcohol and drug use; weapons; sexual violence and relationship violence; and other safety and security topics.

This Annual Safety Report contains required information pertaining to all Enterprise State Community College campuses and sites. The main campus is located in Enterprise, Alabama while Alabama Aviation College, a division of Enterprise State Community College, is located in Ozark and a site located in Andalusia, Alabama.

The report includes crime statistics for the previous three calendar years covering crimes reported to have occurred within ESCC's Clery geography (on campus; in certain off-campus buildings and property owned or controlled by the college; and on public property within or immediately adjacent to and accessible from the campus). Fire statistics are excluded as it only applies to institutions with on-campus housing facilities.

Campus crime, arrest and referral statistics contained in this report include those reported to Enterprise Police Department, Ozark Police Department, Andalusia Police Department, other law enforcement agencies, Enterprise State Community College Police Department, and designated "campus security authorities" as defined under the Clery Act (including, but not limited to the Dean of Students, Athletic Director, and the Title IX Coordinator), and are compiled by ESCC's Chief of Campus Police. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Statistics are provided for crimes specified under the Clery Act as referenced in the Crime Statistics section of this report.

This report is published by October 1 each year and is available by selecting the appropriate link at www.escc.edu. Copies are emailed to employees and students. Hard copies may be obtained at Enterprise State Community College, Chief of Campus Police Office located at 600 Plaza Drive, Enterprise, AL 36330. In addition to this report, a daily crime log is maintained, which is available for review at this location for the Enterprise Campus. The daily crime log for the Alabama Aviation College is maintained and available for review at the AAC Campus Police Office, ATTC Bldg, Room 110, 3405 South Highway 231, Ozark, AL 36360.

CAMPUS SECURITY AND LAW ENFORCEMENT

Enterprise State Community College employs certified Campus Police Officers. All functions performed by the police are under the direction of the Chief of Campus Police. All certified police officers, have arrest authority on and off campus under Alabama Statute 16-22-1, 16-22-2 and 16-47-10. All certified police officers are vested with all powers, authority, and responsibilities of any state law enforcement officer.

Enterprise Campus Police operates on a part-time basis and is available to receive emergency communication from a variety of official and public sources Monday through Thursday 7:00 A.M. to 11:00 P.M. and 7:00 A.M. to 5:00 P.M. on Friday. (ESCC's Ozark Campus) Alabama Aviation College, Campus Police operate on a part-time basis Monday through Thursday between the hours of 6:00 A.M. and 12:00 A.M. and 6:00 A.M. to 12:30 P.M. on Friday. These hours may be adjusted to extend coverage during games, events, and adjusted college hours. For emergencies outside the hours of operation, contact the local law enforcement agency.

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

Specific information concerning the campus police or other staffing questions may be obtained from the Chief of Campus Police.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSA's) are defined by the Clery Act as Campus Police Officers, security officers, Dean of Students, Dean of Instruction, Director of Athletics, Director of Human Resources, counselors, and other ESCC officials with responsibility for student and campus activities.

A victim or witness may report a crime to any CSA on a voluntary and confidential basis. Reporting of crimes and suspicious activity will assist the Campus Police in determining patterns, locations, and times of criminal activity.

REPORTING OF A CRIME OR EMERGENCY ON CAMPUS

All Enterprise State Community College students, faculty, staff, and visitors are encouraged to immediately notify ESCC Campus Police of all crimes and public safety-related incidents. Reporting a crime does not mean an individual must take legal action. However, documentation assists law enforcement to prevent further incidents from occurring and helps in keeping the campus community informed of criminal activity.

In addition to crimes, all suspicious activity should also be reported to ESCC Campus Police. Examples of suspicious activity include a person with a weapon; dangerous actions or comments; someone acting unusual, out of place, or loitering; an unoccupied vehicle with doors open, running, or parked in an area not deemed for parking.

To report a crime or public safety-related incident, a complainant may contact the following agencies for the individual campus, for emergencies, dial 911 when it is safe to do so.

Campus	Agency	Location	Phone Number	Other
ESCC 600 Plaza Drive Enterprise, Al	Chief of Campus Police	WA 103	334-406-0504	Ext 2344
	Campus Police	WA 101	334-447-7564	Ext 2277
	Coffee County S.O.	New Brockton, AL	334-894-5535	911
	Enterprise Police	501 S. Main	334-347-2222	911
Alabama Aviation College 3405 Highway 231 South Ozark, Al	Chief of Campus Police	Enterprise Campus	334-406-0504	Ext 2344
	Campus Police	RM 110 ATTC	334-447-2154	Ext 3689
	Ozark Police	275 N Union	334-445-6122	911
Alabama Aviation College 21760 Bill Benton Lane Andalusia, Al	Chief of Campus Police	Enterprise Campus	334-406-0504	Ext 2344
	Andalusia Police	102 Opp Ave	334-222-1155	911
	Covington County	290 Hillcrest Dr	334-428-2641	911

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

Enterprise Campus	
Daniel Long, President	(334) 347-2623 ext. 2262
Chellye Stump, Dean of Administrative Services	(334) 347-2623 ext. 2279
Anna Head, Dean of Instruction	(334) 347-2623 ext. 2241
Kassie Mathis, Dean of Students	(334) 347-2623 ext. 2235
Laticia Dubose, Financial Aid Director	(334) 347-2623 ext. 2297
Jessica Solomon, Human Resources	(334) 347-2623 ext. 2222
Dava Foster, Title IX Coordinator	(334) 347-2623 ext. 2293
Paula Helms, Director of Financial Services	(334) 347-2623 ext. 2284
Andrew Davis, Director of Institutional Learning	(334) 347-2623 ext. 2310
Jennifer Olsen, Registrar	(334) 347-2623 ext. 2320
Cassidy Gibbs, Marketing Director	(334) 347-2623 ext. 2216
Emily Baker, Director of Recruiting	(334) 347-2623 ext. 2263
Jennifer Braden, Director of Educational Opportunity	(334) 347-2623 ext. 2277
Tiffany Snell, Director Educational Talent Search	(334) 347-2623 ext. 2233
Jason Trull, Director of Information Technology	(334) 347-2623 ext. 2288
Amy Phillips, Director of Practical Nursing	(334) 347-2623 ext. 2267
Greg Adams, ADECA Project Manager	(334) 347-2623 ext. 2289
Leigh Shiver, Adult Education Director	(334) 347-2623 ext. 2209
Steve Graves, Adult Education Coordinator	(334) 347-2623 ext. 2229
DaNean Pound, BWC Coordinator	(334) 347-2623 ext. 2308
Michael Harrison, Student Support Services	(334) 347-2623 ext. 2290
Jermaine Williams, Athletics Director	(334) 347-2623 ext. 2303
George Scott, Women's Basketball Coach	(334) 347-2623 ext. 2225
Samuel Fricther, Baseball Head Coach	(334) 347-2623 ext. 2305
Clair Goodson, Softball Head Coach	(334) 347-2623 ext. 2341
Vanessa Howell, Volleyball Coach	(334) 347-2623 ext. 2238
Chris Christian, Cross Country Coach	(334) 347-2623
Scott Stephens, Golf Coach	(334) 347-2623
Jonathan Stinnett, Soccer Coach	(334) 347-2623
Jennifer Olsen, Ambassadors/Student Life	(334) 347-2623 ext. 2320
Micaela Knight, Success Coach	(334) 347-2623
Johnathan Smith, Director of Adult Education	(334) 347-2623 ext. 2256
Ann Kelly -Spence, Community Education Director	(334) 347-2623 ext. 2208
Cynthia Covington, History Division Chair	(334) 347-2623 ext. 2240
Abby Dauphin, English Division Chair	(334) 347-2623 ext. 2269
Ken Thomas, Fine Arts Division Chair	(334) 347-2623 ext. 2319
Ed Howard, Mathematics Division Chair	(334) 347-2623 ext. 2210
Jennifer Nelson, Business Division Chair	(334) 347-2623 ext. 2338
Kathie Pattie, Scholar's Bowl	(334) 347-2623 ext. 2249
Sam Covington, History Club	(334) 347-2623 ext. 2251
Lee Scarborough, Gaming Club	(334) 347-2623 ext. 2260

Ozark Campus	
Stanley Smith, Director of AAC	(334) 347-2623 ext. 3683
Carl Holbrook, Night Director	(334) 347-2623 ext. 3688
Chris Henderson, Division Chair	(334) 347-2623 ext. 3614
Mike Wise, Division Chair	(334) 347-2623 ext. 3697
Lesia Grise, Student Support Services	(334) 347-2623 ext. 3624
Aubri Hanson, Mechatronics Program Manager	(334) 347-2623 ext. 3612
Andalusia Site	
Todd Rinehart, Instructor	(334) 347-2326 ext. 7000

Please note that a CSA is not responsible for determining authoritatively whether a crime took place—that is the function of campus police 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 OF A CRIME OR EMERGENCY OFF-CAMPUS

Since the College does not have off-campus organizations or structures, reporting of criminal incidents occurring at and during off-campus student organizations' activities shall mean reporting criminal incidents which occur to the College's property or personnel when an ESCC-sanctioned activity occurs away from the campus, site, center, or facility.

It shall be the responsibility of a student or an ESCC sponsor, if they are a victim of or a witness to a crime committed against the College's property or persons representing the College, to report the crime immediately to law enforcement agencies in the location where the crime occurs. Furthermore, it shall be the student's or the College sponsor's responsibility to report the crime to campus, site, center, or facility security upon returning to that location.

DAILY CRIME LOGS

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to Campus Police. Some traffic violations are criminal in nature and must be recorded. However, violations that are not considered "crimes" (i.e., parking citations, moving violations, etc.) will not be recorded in the daily crime log.

The crime log contains the most recent sixty-day period and is open for public inspection during normal business hours. A written request for any portion of the log that is older than sixty days will be made available for inspection within two (2) business days.

Individuals may inspect the crime log for each campus at the following locations:

Enterprise State Community College, Campus Police Office, Room WA 101, 600 Plaza Drive, Enterprise, AL 36330

Alabama Aviation College, Campus Police Office, ATTC Building, 3405 Highway 231 South, Ozark, AL 36360

TIMELY NOTIFICATIONS

Enterprise State Community College Chief of Campus Police will issue timely warning notices to members of the college community whenever a crime is reported directly to ESCC Campus Police, campus security authorities or local law enforcement that is determined by the Chief of Campus Police, or a designee, to represent a serious or ongoing threat to students or employees. Such warnings will be provided to students and employees in a manner that is timely and that withholds the names of victims as confidential. Timely warnings will include pertinent information about the crime that triggered the warning and information that promotes safety and aids in the prevention of similar crimes. Resources and reporting options may also be included in timely warnings.

Timely warnings are usually distributed for the following crime classifications when they are determined to pose a serious or ongoing threat to the campus community and they occur on campus and property owned or controlled by the college and used by students; and on public property within or immediately adjacent to and accessible from the campus:

- Murder/non-negligent manslaughter;
- Sexual assault (considered on a case-by-case basis depending on the facts of the case, when the incident occurred, when it was reported, and the amount of information known by the Enterprise State Community College Campus Police);
- Robbery, involving force or violence (cases involving pick pocketing and purse snatching are classified as larceny in the Uniform Crime Reporting system and will typically not result in the issuance of a crime alert, but will be assessed on a case-by-case basis);
- Aggravated assault (cases involving assaults, such as two students fighting, which result in aggravated injury, will be evaluated on a case-by-case basis to determine if there is an ongoing threat to the ESCC community);
- Major incidents of arson;
- Other crimes as determined necessary by the Chief of Campus Police.

EMERGENCY WARNINGS

The safety and security of students, faculty, and staff is paramount. It is the policy of Enterprise State Community College to notify, upon confirmation and without delay, the college community of an imminent or impending threat that may cause injuries or loss of life.

ESCC utilizes “Alertus”, Canvas, email, and Social Media to broadcast emergency and timely warnings to the college community. Students are encouraged to enroll into the Alertus system by downloading the app to their smartphone. This application will permit push notifications of emergencies and will also allow faculty and students to report campus incidents directly to Campus Police from the Alertus Application.

EMERGENCY PREPAREDNESS

Emergencies can occur at any time, often without warning. Emergency guidelines can help you deal with many emergency situations appropriately. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety.

What to do in case of a campus emergency

If you have an EMERGENCY requiring police, fire or ambulance, use the Alertus app or DIAL 911 without delay and only when it is safe to do so.

- When you dial 911 for emergency services, stay on the line and give the following information:
 - Your name, telephone number, and exact location.
 - The location of the emergency.
 - The nature and extent of the emergency (e.g. Are there injuries and how many?)
- Be informed and prepared in advance. Review emergency guidelines and do not wait until an emergency strikes to know what to do.
- Be aware of your surroundings, and report any suspicious activities.
- Know the locations of fire alarm activation pull stations in your building and how to evacuate your building if the alarm is set off.
- Know the locations of severe weather shelter areas in your building and when to seek shelter.

Questions or suggestions regarding emergency procedures and response on campus should be directed to:

- ESCC Chief of Campus Police – jspence@escc.edu

Emergency Response Procedures

Enterprise State Community College Police Department has primary responsibility for emergency management on campus. ESCC has an Emergency Operations Plan in place that defines the organizational structure for response to emergencies of a magnitude that would cause significant disruption to college operations. The plan identifies members of the Emergency Management Team, which is responsible for managing the operational aspects of the College's response to an emergency event.

In the event of any crisis situation, including but not limited to a fire, weather emergency, significant utility disruption, hazardous materials release, or campus violence incident, the appropriate members of the Emergency Management Team may, if needed, assemble to mitigate the consequences, promote the safety of the community, and provide for "continuity of business".

The Emergency Operations Plan (EOP) provides a more detailed framework for college operations during emergency events. Since all emergencies are unique in nature, these guidelines are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Evacuation Procedures

Emergency response and building evacuation procedures are included in building-specific emergency response plans. The Evacuation Plan Appendix to the Emergency Operations Plan covers specific planning considerations for a large-scale evacuation.

The Enterprise State Community College Police Department, in coordination with the local law enforcement agencies, is responsible for initiating any partial or campus-wide evacuations.

When deciding whether to conduct an evacuation, consideration will be made for the type of hazard or threat, credibility of the threat, area of campus in danger, and ability to contain the threat to a specified area of campus.

The campus community may be notified to evacuate on foot or by vehicle, depending on the nature and timing of the threat, as well as other hazards that may impact the safety of persons evacuating.

Communication of an evacuation order should be facilitated through ESCC Police Department, using the Emergency Warning system. Messages will include the nature of the incident and directions for the campus community, including when the evacuation will begin, how to evacuate (on foot or by vehicle), and updates will be provided.

These plans also consider the number of officers and resources that will be needed quickly to facilitate a partial or full evacuation.

Once the campus is evacuated, a priority clearing approach will likely be taken in order to restore critical services first. Thus, buildings may be opened in a phased approach. Once Campus Police decide it is safe to return, announcements will be made to return to normal operations.

Tests of Emergency Procedures

ESCC Chief of Campus Police reviews and updates plans and coordinates tests of emergency response and evacuation procedures at least once a year, via announced and/or unannounced tests, to evaluate the College's response. Tests include drills, exercises and follow-through activities to review each test. Emergency response and evacuation procedures are publicized during these tests and documentation of the tests are maintained by ESCC Chief of Campus Police.

Tests of the Emergency Management Agency outdoor warning siren system are conducted monthly on the first Wednesday of the month at noon, provided there is not an active emergency or threat of severe weather. The Alertus system is tested monthly during the time of the outdoor warning siren system.

Documentation of performance results is maintained by the Chief of Campus Police.

Security and/or Promotion of the College

All persons attending any event, class, service, or other function of Enterprise State Community College should be aware that videotaping, audio taping, photography, or other means of capturing their images or voices may take place at any time and may be used for security and/or promotion of the College.

Emergency Response Exercises

Exercise	Location	Date	
Hurricane Preparedness Training	Ozark Campus	May 23, 2022	Announced before training was conducted
Active Shooter Tabletop Exercise	Enterprise Campus	May 26, 2022	Announced before training was conducted
Advanced Active Shooter Training	Enterprise Campus	August 8, 2022	Announced to campus before training was conducted
Active Shooter Training	Enterprise Campus	August 10, 2022	Announced to campus before training was conducted
Lockdown	Enterprise Campus	August 18, 2022	Announced to employees before

			training was conducted
Annual Safety Report	EMAILED	August 28, 2022	Emailed
Lockdown/Bomb Threat/Severe Weather Training	Enterprise Campus Sessions Hall	November 22, 2022	Announced to campus before training was conducted
Lockdown/Bomb Threat/Severe Weather Training	Enterprise Campus Talmadge Hall	November 23, 2022	Announced to campus before training was conducted
Lockdown/Bomb Threat/Severe Weather Training	Enterprise Campus Snuggs Hall	November 29, 2022	Announced to campus before training was conducted
Lockdown/Bomb Threat/Severe Weather Training	Ozark Campus Higham, Steagall and ATTC Halls	November 29, 2022	Announced to campus before training was conducted
Lockdown/Bomb Threat/Severe Weather Training	Enterprise Campus LBW Hall	November 30, 2022	Announced to campus before training was conducted
Lockdown/Bomb Threat/Severe Weather Training	Enterprise Campus Wallace Hall	December 12, 2022	Announced to campus before training was conducted

- Limited training due to COVID-19 restrictions

CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

It is the policy of the College to promote safety and crime awareness for its students, personnel, and visitors who avail themselves of the College's facilities and programs. The following programs have been or are to be implemented:

- Any student or visitor may request either a professional employee of the College or campus security to escort him/her to his/her vehicle in one of the College parking areas,
- Instructions on the prevention of assault (including acquaintance rape) are to be included in orientation programs for entering students,
- Policies about crime awareness and safety are to be included in the College's publications.

Training programs that will be given throughout the year include:

- **Refuse To Be A Victim-College Edition:** A one-hour crime prevention and personal safety seminar designed to provide men and women with information that assists in the development of their own personal safety strategies. The collegiate edition was created to specifically focus on the unique environment that young adults face during their college experience.
- **Civilian Response to Active Shooter Events (CRASE):** A two-hour seminar designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERRT, provides strategies, guidance and a proven plan for surviving an active attack event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.
- **Rape Aggression Defense (RAD) Class for Women:** Teaches security and safety awareness, risk reduction strategies, and hands-on self-defense techniques.
- **Drug Awareness and Prevention:** Students are given a parallel description of the horrific results from decisions they make regarding their body and the consumption of illicit narcotics. The realistic comparisons resonates with students allowing them to visually see the damage that can happen.
- **Driving Under the Influence/Distracted Driving:** Students are instructed on current DUI laws and the impact of driving under the influence and being distracted while driving. Students have the opportunity to engage in simulated impairment exercises by using impaired vision goggles.
- **Stop the Bleed:** It is a maximum 90-minute course including a formal presentation and hands-on practice of direct pressure application, wound packing, and use of a tourniquet. The course was developed for a nonmedical audience to address the needs of the immediate responder to control life-threatening bleeding until help arrives.

CRIME PREVENTION TIPS

The single most important step toward ensuring your own safety is having a personal safety strategy in place before you need it. Having a personal safety strategy in place and knowing the techniques and tactics you can use to avoid becoming an easy victim can help you live smarter and be safer.

"Crimes of Opportunity" are those committed without planning or forethought; when criminals realize they have a chance to commit a crime, they seize the opportunity. Don't be an easy target. Everyone can all pinpoint times where we have made ourselves an easy target - whether it was keeping our heads buried in our phones, parking in a dimly lit area at night, or leaving our

houses or cars unlocked. But there are many more, less obvious situations that make us vulnerable as well.

Simple Rules for Personal Safety

- **Always Be Aware of Your Surroundings:** Look around. Be alert and don't keep your head buried in your phone. Awareness of what's going on around you is key to safety.
- **Walk with Purpose:** When walking to or from your vehicle or just for exercise, stand tall and walk confidently. Do not appear to be timid.
- **Trust Your Instincts and Gut Feelings:** Too often when our sixth sense shouts a warning, we ignore it. If something inside tells you you're in danger, act on it and leave the area.
- **Always Have a Personal Safety Strategy in Place:** What would you do if you were attacked? Those first few minutes can determine the outcome, so be prepared and have a plan.

Personal Life

- Save local law enforcement contact numbers in your phone.
- Do not go to parties alone. Never leave your drink unattended or accept open drinks from someone you don't know. Also, do not accept rides from someone that has been drinking or using drugs.
- Let TRUSTED people know your schedule so that if something were to happen to you, they would know something was wrong.
- Make a plan to get home before the evening begins, and stick to the plan.

On Campus

- Subscribe to campus alerts.
- Know the location of the Campus Police Department.
- Be especially careful at night. When going out, take along a friend-never go alone. Look into what resources your campus offers for escorts to the library, parking lot, or other campus locations.
- When studying in the library or the LBW Student Center, be observant. If possible, go with a study buddy and avoid non-populated areas or rooms.
- Know the warning signs for when a classmate may become violent. This could include strange and unusual behavior, verbal or written threats, unreciprocated romantic obsession, displays of unwarranted anger, inability to take criticism, drastic change in a belief system, and a lack of concern for self or others.

Residence

- If your key is ever lost or stolen, have the locks changed.
- Do Not put your name and address on your keys or key ring.
- Do not post anything on social media indicating your absence.
- Be cautious of anyone knocking on your door claiming to be maintenance, or postal carriers. Use the peep hole to check who is there.

Vehicle

- Always approach your car with your keys out and ready to use.
- Avoid filling your arms with packages, equipment or personal belongings. Keep one arm and hand free.
- Once inside your vehicle, immediately lock the doors.
- If someone approaches your car, or tries to open the door, drive away immediately.

Technology Security

- Update your anti-virus and security software regularly.
- Change your passwords often.
- Do Not use easy-to-guess PINS or passwords and do not auto save them into your computer or cell phone.
- Do Not click on any links or graphic hyperlinks you don't know.
- If you receive mail, be careful with bank documents, credit card offers, loan information, etc. Shred any item with personal information before throwing away.

Phone Security

- Use a screen lock in case you lose your phone. With an unlocked screen a person will have access to all of the information on your phone such as pictures, emails, and banking information.
- Do Not give out personal information to people who call you.
- Never give callers answers to any questions concerning your daily routine, bank accounts, credit cards, social security number, address, or other personal information. Any financial agency will already have this information and the caller may be attempting to steal your information for criminal use.
- Be wary of callers claiming to be law enforcement, tax agencies, banks or other companies saying you owe fines or late fees. This is not how payments are collected.

Social Media

- Make sure your social media accounts are private. Know who you are sharing information with and think about whether they really need to know the information.
- Do not post specifics about your location on any social media platform. Instagram, Twitter, and Facebook all have location settings. DO NOT update these in real time. This information can be used to find you or inform others that your home or apartment may be vulnerable to burglary.
- Information shared online is stored forever. There is no true permanent delete. Even social media apps that claim to erase content may keep your information in their system where it can be hacked.
- Employers and recruiters can use social media to vet potential employees. Protect your reputation and think before you post.
- A scam rising in popularity is “sextortion”, where a criminal obtains photos or claims to have pictures of someone, and threatens to share the image if the individual does not comply with the criminal’s request.

Sexual Assault

- Make sure you have a plan to get home safely BEFORE the night begins and stay connected with friends.
- Make sure your cell phone is fully charged before you go out and be sure to know the area to which you are heading before you leave.
- Attend social gatherings with friends you trust. Make sure you check on one another throughout the night and help each other get home safely.
- Predators will often isolate their victims away from their friends to take them to a secondary location. This could mean offering to go into a back room at a party or outside. Be extremely careful with who you are talking to and where you are at social gatherings.
- If you go out alone, make sure someone knows where you are going, when you will be home, and most importantly who you are meeting. Avoid walking in dark and isolated areas and be certain to check in with friends.
- Predators use their environment to their advantage. Avoid poorly lit parking areas, stairwells, and other secluded areas such as back library rooms, especially at late hours.

Cyberstalking and Cyberbullying

Cyber-stalkers target and gain access to their victims through various online channels. Be careful with who you share your information with and if you think you are being stalked, talk with Campus Police or local law enforcement.

Cyberbullies usually focus on electronic information and communication devices. They often use social media or text messages to harass or humiliate victims. While they may not create physical harm, Cyberbullying situations can easily escalate. ESCC has a conduct code that protects victims of cyberbullying. If you are or know someone being bullied online, do not be afraid to report the activity to the Campus Police.

Training Offered by Campus Police

Training	Date	Location
Crime Prevention	March 9, 2022	Enterprise Campus
Crime Prevention	March 22, 2022	Ozark Campus
Impaired Driving	March 23, 2023	Enterprise Campus
Stop the Bleed	August 18, 2022	Enterprise Campus
AED/CPT	August 18, 2022	Enterprise Campus
NARCAN Training	September 12, 2022	Enterprise Campus

DRUG-FREE CAMPUS AND WORKPLACE POLICY

In compliance with the provisions of the federal Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, institutions under the direction and control of the State Board of Education will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts. Certification of employee's acknowledgement that Enterprise State Community College is in compliance with the provisions of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Scholar and Communities Act of 1989 will be in the employee's personnel file.

Enterprise State Community College is committed to the maintenance of a drug-free environment for its employees and students. The College has in operation a drug abuse prevention program which is accessible to all officers, employees, and students. This program includes, but is not limited to, lectures, conferences, a Counseling Office, classroom presentations, and Student Government Association activities.

Standards of Conduct

Any Student found to have committed one or more of the following acts of prohibited conduct will be subject to sanctions:

- possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function.
- being under the influence of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC sponsored function.
- unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.

Disciplinary Sanctions

Enterprise State Community College will impose sanctions (consistent with local, state, and federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include but are not limited to:

- Criminal prosecution;
- Probation, suspension, or expulsion of students;
- Suspension or termination of employees

Federal Drug Offenses and Penalties

Possession of Controlled Substances:

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

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

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

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

Federal Drug Trafficking:

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

Drug Paraphernalia:

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

Other Penalties:

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

FEDERAL TRAFFICKING PENALTIES FOR SCHEDULES I, II, III, IV, and V (EXCEPT MARIJUANA)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 Grams mixture	First Offense: Not less than 5 yrs. and not more	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not

II	Cocaine Base 28-279 grams mixture	than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine Base 280 Grams or more mixture	more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: 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. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
iV	Fentanyl 10-99 grams mixture		Fentanyl 400 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 gram or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
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	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any drug product containing Gamma Hydroxybutyric Acid	

Flunitrazepam (Schedule IV) 1 Gram	Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any amount of other Schedule III drugs	First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any amount of all other Schedule IV drugs (other than one gram or more of Flunitrazepam)	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount of all Schedule V drugs	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA, HASHISH AND HASHISH OIL, SCHEDULE I SUBSTANCES	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	

Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

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 Alabama Department of Public Safety may suspend a driver's license for six months for persons convicted of a drug offense.

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

STATE OF ALABAMA CONTROLLED SUBSTANCES/MARIJUANA VIOLATIONS AND PENALTIES		
Violation	Penalties	AL Code
Controlled Substances		
Trafficking: 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	Class A Felony. 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
Sale of controlled substance by person over 18 to person under 18	Class A Felony. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than \$60,000	13A-12-215

Sale 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	Class A Felony. 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 traffic in illegal drugs	Class A Felony. Prison: 25 years to life w/o eligibility for parole; Fine: Not more than \$500,000; 2nd offense: Prison: mandatory life Fine: \$150,000 - \$1,000,000	13A-12-233
Manufacturing 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	Class A Felony. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than \$60,000	13A-12-218
Manufacture of a controlled substance	Class B Felony. Prison: 2-20 years Fine: Not more than \$30,000	13A-12-217
Distribution of controlled substances (furnished, sold, given away, manufactured, delivered or distributed)	Class B Felony. Prison: 2-20 years Fine: Not more than \$30,000	13A-12-211
Possession or receipt of controlled substances	Class C Felony. 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); -03(c); -204(c)

MARIJUANA & DRUG PARAPHERNALIA		
Violation	Penalties	AL Code
Possession of marijuana in first degree (other than personal use or previously convicted of possession in second degree)	Class C Felony. Prison: 1-10 years Fine: Not more than \$15,000	13A-12-213
Possession of marijuana in second degree (for personal use only)	Class A Misdemeanor. Jail: Not more than 1 year; Fine: Not more than \$6,000	13A-12-214
Use, possession, delivery, or sale of drug paraphernalia	Class B Felony for sale to one under 18 by one over 18. Prison: 2-20 years; Fine: Not more than \$30,000 Class C Felony for sale. Prison: 1-10 years; Fine: Not more than \$15,000	13A-12-260

	Class C Misdemeanor for possession. Jail: Not more than 3 months; Fine: Not more than \$500	
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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:

- Regular daily intoxication;
- Drinking large amounts of alcohol at specific times; or
- 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, Methamphetamines, 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 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

- 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

FIREARMS ON CAMPUS

In order to maintain a safe academic environment, Enterprise State Community College prohibits the possession and use of any dangerous or potentially dangerous weapon(s) or instruments.

This policy is applicable to all members of the college community, including students, faculty, staff, visitors (invited or uninvited), contractors, and guests at any college campus, facility, or event.

Firearms are prohibited in any building or any other facility operated by Enterprise State Community College.

Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons and who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment.

REGISTERED SEX OFFENDER SITE

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers their services or is a student.

In Alabama, convicted sex offenders must register with local law enforcement in each county/ municipality where the offender intends to reside, be employed, or attend school. Sex offender information is available on the following Web site:

Alabama Law Enforcement Agency Sex Offender Registry

<https://app.alea.gov/Community/wfSexOffenderSearch.aspx#1>

SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE, AND STALKING

Clery Based Definitions

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 reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes 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.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Preventing Sexual Assault/ Acquaintance Rape

Rape is defined as an act of sexual violence and is an intolerable crime. While this crime can be committed by anyone, it is important to note that in the majority of cases, rape or sexual assault is committed by someone the victim knows and trusts. Therefore, it is important to be assertive, direct, and clear in your communications and aware of verbal and nonverbal communication. The risk of acquaintance rape is increased when riding in a car with someone you have just met (perhaps at a party). Be cautious in social situations when alcohol or other drugs are involved.

Anyone who believes that they have been the victim of rape or sexual assault should report the crime immediately to Campus Police or to another official of the College. Reporting such a crime does not mean that the alleged victim must take additional legal action. A decision to take legal action may be made at a later time. Deciding to report the crime, however, may help to stop future crimes by the same offender. Anyone who believes that they have been the victim of rape or sexual assault should make an effort to preserve physical evidence which may be used by law enforcement authorities to apprehend the offender; therefore, victims should not bathe, change clothes, or use the toilet. Victims should seek medical care immediately, whether or not the crime is reported, to receive treatment for obvious injuries and/or sexually transmitted diseases and to be counseled on the possibility of pregnancy. Victims should also seek counseling in order to cope with their feelings about the crime.

In social situations, both women and men must use good judgement in their dealings with one another.

Decisions made without forethought and a respect for others can negatively impact the future of all those involved. The law provides strict punishment for persons convicted of rape or sexual assault and does not allow excuses for these crimes based on previous knowledge of the victim. Do not assume that previous relationships with an individual are still valid without the express permission of that individual. Do not assume that you can communicate effectively about these issues while under the influence of alcohol or drugs. Stay in control of your actions and environment.

TITLE IX & SEX DISCRIMINATION POLICY

Introduction

Enterprise State Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the College and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on College premises or at any College-owned off-campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment, take steps to prevent its reoccurrence, and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Enterprise State Community College does not tolerate or condone retaliation. Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Ms. Jessica Solomon (Employees)
Enterprise State Community College
Director of Human Resources
600 Plaza Drive Enterprise Alabama 36331
Phone: 334-347-2623 ext. 2222
Email: jlunsford@esc.edu

Ms. Dava Foster (Students)
Enterprise State Community College
Director of Student Success
600 Plaza Drive Enterprise Alabama 36331
Phone: 334-347-2623 ext. 2293
Email: dfoster@esc.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCT@ed.gov ([mailto: OCR@ed.gov](mailto:OCR@ed.gov))

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.esc.edu under the Human Resources page and Student Handbook/Academic Catalog.

Policy Statement

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Definitions Relating to Sexual Harassment

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: Is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College’s education programs and activities.

Respondent: Is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: A document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: “Consent” must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntary consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

(a) A person commits the crime of sexual abuse in the first degree if: (1) He subjects another person to sexual contact by forcible compulsion; or (2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if: (1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or (2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if: (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if: (1) Being 16 years old or older,

he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex. (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if: (1) He engages in deviate sexual intercourse with another person by forcible compulsion; or (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or (3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if: (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old. (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,

- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from a service provider. A list of possible service providers are listed below:

Crisis Hotlines		
Name	Phone Number	Website
National Crisis Hotline	1-800-273-8255	www.suicidepreventionlifeline.org
Veteran’s Crisis Line	1-800-273-8255 Press (1)	www.veteranscrisisline.net
Girls & Boys Town National Hotline	1-800-448-3000	www.yourlifeyourvoice.org
The Trevor Project (LGBTQ)	1-866-488-7386	www.thetrevorproject.org
Poison Control	1-800-222-1222	www.aapcc.org

Mental Health, Counseling, and assistance with food, shelter, etc.		
Name	Phone Number	Website
Wiregrass 211	211	www.wiregrass211.com
Coffee County Family Services	(334) 393-8538	
Christian Mission	(334) 393-2607	www.christmissions.org
South Central Mental Health	(334) 222-2523	www.scamhc.org
House of Ruth	(334) 793-5214	
Domestic Violence Hotline	1-800-799-7233	www.thehotline.org
Angel House (Victim's Advocates)	(334) 702-7010	www.wiregrassangelhouse.org

Formal Complaint Process

A. Initial Steps:

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. Reporting a Complaint

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the

Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. Supportive Measures

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. Formal Complaint Process

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and

- the request to investigate the complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. Dismissal of Formal Complaint

The College may dismiss a formal complaint or allegations therein if:

- The Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- The Respondent is no longer enrolled or employed by the school, or
- Specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- The allegations do not meet the definitions of sexual harassment
- The alleged conduct did not occur within the United States, or
- The alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. Notice of Allegations

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. Advisors

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the

assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

I. Investigation Procedure

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Credibility determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a

determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. Live Hearing Procedure

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. The Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral

testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant; the Primary Decision Maker will explain the rationale for dismissing the question.

Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the College's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- The College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. Appeal Procedure

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Enterprise State Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with the President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker(s) for the appeal is not the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- Ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- (i) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations,

provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

- (ii) Obtains the parties' voluntary, written consent to the informal resolution process; and
- (iii) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L. Retaliation Prohibited

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

Reprimand

Written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.

Restitution

Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.

Probation

This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.

No Contact Orders

Written notice to cease all contact with an alleged victim of sexual misconduct.

Cease and Desist Orders

The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Title IX & Sex Discrimination Policy.

Voluntary Withdrawal

A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator, in some circumstances, may specify a period of time before the student may apply for readmission or re-enroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).

Suspension

Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.

Expulsion

An indefinite termination of a student from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.

Other Requests of the complainant as deemed appropriate.

For Employees:

For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:

- Counseling or training;
- Written warning;

- Reprimand;
- Suspension with or without pay;
- Demotion;
- Termination;
- Other requests of the complainant as deemed appropriate.

For Individuals other than employees or students:

For violations of this policy by an individual unaffiliated with the College, disciplinary penalties may include:

- banning from any College campus or property
- criminal charges
- trespassing charges
- other requests of the complainant as deemed appropriate.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.escc.edu.

CRIME STATISTICS

The statistics on the following pages are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics include reports made in good faith which are collected from Enterprise Police Department, Ozark Police Department, Mobile Police Department, other law enforcement agencies, ESCC Campus Police, and designated “campus security authorities” as defined under the Clery Act (including, but not limited to Dean of Students, Dean of Administration, Dean of Instruction, Athletic Department, and the Title IX Coordinators). Statistics are compiled and published by the Chief of Campus Police. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

APPENDIX A: ENTERPRISE STATE COMMUNITY COLLEGE-ENTERPRISE CAMPUS CRIME STATISTICS

Criminal Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Non-Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Aggravated Assault	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Burglary	2022	1	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Violence Against Women Act (VAWA) Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Arrests and Disciplinary Referrals Report

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests for Drug Abuse Violations	2022	0	0	0
	2021	2	0	0
	2020	0	0	0
Disciplinary Referrals for Drug Abuse Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

There were no reported Hate Crimes for the years 2020, 2021, or 2022.

APPENDIX B: ALABAMA AVIATION COLLEGE- OZARK CAMPUS CRIME STATISTICS

Criminal Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Non-Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Violence Against Women Act (VAWA) Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	1	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Arrests and Disciplinary Referrals Report

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Disciplinary Referrals for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	3	0	0
	2020	2	0	0
Arrests for Drug Abuse Violations	2022	4	0	0
	2021	3	0	0
	2020	1	0	0
Disciplinary Referrals for Drug Abuse Violations	2022	0	0	0
	2021	4	0	0
	2020	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0
	2021	1	0	0
	2020	0	0	0

There were no reported Hate Crimes for the years 2020, 2021, or 2022.

APPENDIX C: ALABAMA AVIATION COLLEGE- ANDALUSIA SITE CRIME STATISTICS

Criminal Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses: Non-Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Violence Against Women Act (VAWA) Offenses

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Arrests and Disciplinary Referrals Report

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals for Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests for Drug Abuse Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals for Drug Abuse Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

There were no reported Hate Crimes for the years 2020, 2021, or 2022.