



Drake State Technical College Campus Security Report 2011

FOR EMERGENCIES, CALL:

Main Campus Security..... (256) 683-2303

Times Bldg Instructional Site Security (256) 603-1496

Director of Operations (256) 426-5047

Student Services Management Director (256) 701-3588

Dean of Instruction and Student Services..... (256) 755-0650

TABLE OF CONTENTS

Policy.....	1
The Campus Security Act--Legal Requirements	1
Campus and Instructional Site Locations	2
Information on Safety and Security	2
Reporting of Emergencies or Criminal Incidents	2
Campus Notifications	3
Security Services	3
Campus Escort.....	4
Security and Maintenance Considerations	4
Surveys	4
I.D. Cards and Badges	4
Crime Prevention Education and Awareness	5
Alcohol Policy.....	5
Drug Policy.....	5
Drug and Alcohol Abuse Prevention Program.....	6
Sexual Assault Policy	6
Sex Offense Awareness Program	6
Actions to take Following a Sexual Offense	7
Registered Sex Offenders	8
Hate Crime Reporting.....	8
Disciplinary Committee Actions.....	8
Jeanne Clery Act Crime Statistics	10

DRAKE STATE TECHNICAL COLLEGE CAMPUS SECURITY REPORT 2011

POLICY

It is the policy of J. F. Drake State Technical College to comply fully with the following Acts and Laws:

- Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
- Published mandates of the Student Right-to-Know & Campus Security Act (Public Law 101-542)
- Higher Education Technical Amendments of 1991 (Public Law 102- 26)
- Higher Education Amendments of 1992 (Public Law 102-325)

Note that each operating unit of the System prepares and follows procedures to satisfy the stipulations of the Acts. Working in partnership with the community, the college is committed to providing the highest quality of service to the students, faculty, staff, and visitors by maintaining community peace, safety, and quality of life.

THE CAMPUS SECURITY ACT--LEGAL REQUIREMENTS

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus and instructional site, and public areas immediately adjacent to both locations. The statistics are gathered from campus security, local law enforcement, and other college officials who have “significant responsibility for student and campus activities”;
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”; and
- Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus security.

The Director of Operations, in concert with other key individuals on the campus is responsible for preparing and distributing this report.

We encourage members of the Drake State community to use this report as a guide for safe practices on and off campus. You can access it by clicking on the 2011 Security Report Link on the college website at <http://www.drakestate.edu>.” For a paper copy, contact the Director of Operations at 256-426-5047, or e-mail bruce.bulluck@drakestate.edu.

CAMPUS AND INSTRUCTIONAL SITE LOCATIONS

The main campus is located at 3421 Meridian Street North. The instructional site (Times Building) is located at 228 Holmes Ave. Security cameras are located at both location to ensure the safety and security of the campus community. The college does not have any housing facilities located on campus, nor does it operate off-campus housing or off-campus student organization facilities. The Director of Operations is responsible for the safety and security at these locations, and verifying any emergency.

INFORMATION ON SAFETY AND SECURITY

J.F. Drake State Technical College goes to great lengths to ensure the safety and security of its faculty, staff, students and visitors to the campus. To that end, the college has developed a Safety and Emergency Manual, outlining key safety items as well as emergency notification and evacuation procedures. The safety committee reviews this manual annually. Safety procedures are also outlined in the student handbook and on the college website.

Additionally, emergency action procedures, emergency route maps, designated safe locations and assembly areas, and an emergency contact list identifying individuals to report campus emergencies and Clery Act crimes are posted on bulletin boards located throughout the main campus and the instructional site. Additionally, emergency action procedures are periodically tested periodically by use of drills, and appropriate modifications are made as deemed necessary.

REPORTING OF EMERGENCIES OR CRIMINAL INCIDENTS

It is also the policy of Drake State Technical College that anyone (i.e., students, faculty, staff, visitors and guests) observing any life threatening medical emergency or crime committed on the main campus or instructional site (Times Building) shall dial 911, then contact a college official in the following order:

Call the below numbers in the as well as Security (Main Campus Security—256-683-2303; Times Bldg Security—256-603-1496). All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security Office and the appropriate police agency. Crimes should be reported by attempting to reach the following college officials in descending order:

1. Security:
 - a. Main Campus Security Bldg 100 (In same bldg as Student Center)
(256) 683-2303.
 - b. Times Bldg Security--228 Holmes Ave (256) 603-1496.

2. Director of Operations--Building 400, Rm 404A (256) 426-5047.
3. Student Services Management Director--S.C. O'Neal Library, Rm. 223
(256) 701-3588.
4. Dean of Instructional and Student Services--S.C. O'Neal Library, Rm. 301
(256) 755-0650.

All victims and witnesses of a crime are strongly encouraged to immediately report the crime to the Security Office or HPD. Prompt reporting will assure timely warning notices and disclosure of crime statistics.

In the event of an emergency, security will respond, and will contact Huntsville City Police Department (HPD) for assistance, if necessary. Security will also contact the Director of Operations or the Director of Student Services. Timely warning notifications will also be made to immediately notify the campus community, upon the confirmation of a significant emergency or dangerous situation involving an immediate or continued threat to the health or safety of students or employees occurring on the main campus.

CAMPUS NOTIFICATIONS

In accordance with the Higher Education Opportunity Act of 1965 as amended, J.F. Drake State Technical College has comprehensive communications procedures used to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods. Notifications made by the college on the main campus will be made using the public address system or Drake Alert. The public address system can be operated from three different locations on the campus, or from certain VoIP phones. There is no public address system at the Times Bldg, but one is not necessary due to its size. Drake Alert is used at both locations to generate messages via telephone, cell phone, email and text messaging, and is operated by the MIS office. Television monitors are also located in buildings at both locations and can be used to disseminate information, depending on the emergency. In order to receive campus-wide e-mail announcements, students or employees must have a college e-mail account, which may be obtained from MIS office. The same office can add individuals to the Drake Alert system.

SECURITY SERVICES

J.F. Drake State Technical College has a contract with a security firm. Campus security responsibilities include, parking and speed limit enforcement, and exterior lighting is adequate. They also conduct hourly security checks and ensure building and rooms are

secure when classes are not in session. Individuals needing access during the hours when the school is closed or when classes are not in session need to contact security.

Security guards do not carry weapons, nor do they possess arrest powers. Criminal incidents requiring apprehension and subsequent arrest are referred to HPD. Even though the college does not have a Memorandum of Understanding with the local police department, Drake enjoys a good relationship with HPD and once notified, they have responded in a timely manner. The Security Office also maintains crime logs and incident reports. Both will be made available upon request.

CAMPUS ESCORT

If you are leaving the campus at night and are concerned for your security or safety, you can contact Security (Main Campus Security—256-683-2303; Times Bldg Security—256-603-1496), and they will escort you to your vehicle.

SECURITY AND MAINTENANCE CONSIDERATIONS

J.F. Drake State Technical College is committed to making the facilities and grounds safe for faculty, staff, students and visitors. Exterior lighting and landscaping are critical parts of that commitment. The Director of Operations conducts periodic inspections to ensure campus lighting is adequate and that the landscape is appropriately controlled. Security also conducts routine checks of lighting and proper security of offices, classrooms, and buildings during rounds, and reports findings to the Director of Operations. Any member who has a concern about physical security should contact the Director of Operations at (256) 426-5047. Maintenance staffs are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection.

SURVEYS

Student surveys are conducted on a regular basis. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety and to assess service rendered by Campus Security, and to alert these vulnerabilities to the President's Cabinet and the Director of Operations.

I.D. CARDS AND BADGES

To further ensure the security of faculty, staff, and students, J.F. Drake Technical College issues identification badges to staff and faculty, and I.D. cards to students. Additionally, there are signs posted throughout the campus directing visitors to the Business Office. Campus security and employees of the college have the authority to ask persons for identification, and to determine whether individuals have legitimate business at the college.

CRIME PREVENTION EDUCATION AND AWARENESS

In order to promote campus safety, J.F. Drake State Technical College will encourage students, faculty, and staff to adhere to the following tips for preventing crime on campus:

- Do not leave valuables unattended at any time on campus. Keep laptops, backpacks, purses, IPOD, etc., with you at all times.
- Always lock the door of your vehicle.
- Avoid studying in a secluded area; try to find a location where you can still have privacy but someone else can see you.
- Wear your campus ID badge while on campus.
- Report any suspicious behavior to Campus Security immediately.
- Campus security is available to escort anyone to their vehicle if needed at any time.
- Report crimes to Main Campus Security at (256)-683-2303, or Times Bldg Security at (256) 603-1496.

These guidelines will be distributed to students via the website; the electronic student handbook; and a paper document of these tips will also be included in the new student orientation booklet. An Officer, from the Huntsville Police Department will also come to the campus once each semester and hold a seminar addressing crime prevention on behalf of the city of Huntsville. Published reading material will be on display for students regarding Campus crime prevention as well as near the College Counselor's office.

ALCOHOL POLICY

J.F. Drake State Technical College is an Alcohol Free campus. The possession, sale, or consumption of alcoholic beverages on college property or at a college or student sponsored event is prohibited. Violators are subject to college disciplinary actions, criminal prosecution, fine and or imprisonment. Disciplinary action may include, but shall not be limited to, suspension or expulsion.

DRUG POLICY

J.F. Drake State Technical College is a Drug Free campus. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are ultimately enforced by Huntsville Police Department. Violators of this policy are subject to college disciplinary actions, criminal prosecution, fine and or imprisonment.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In order to promote Drug and Alcohol Awareness, J.F. Drake State Technical College encourages students to talk with the College Counselor for referrals regarding inpatient and outpatient treatment, and/or local support groups. The College Counselor is available to assist students with making the contact to the treatment facility if necessary. If students request assistance for a friend or relative, the College Counselor can provide suggestions on ways that the student can encourage the friend or relative to engage in treatment. Published materials regarding the various effects of substance abuse is available on display for students near the Counselor's office.

A representative from the New Horizons program, a substance abuse treatment facility, will come to the campus once each semester to talk with the students about their program and substance abuse in general. There are also monthly group sessions, beginning October 2011 where substance abuse will be the topic for one of the sessions. All students will be invited to participate in these monthly sessions.

SEXUAL ASSAULT POLICY

J.F. Drake State Technical College will, upon written request, disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or the offense, Drake State will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SEX OFFENSE AWARENESS PROGRAM

In order to promote sex offense crime awareness, J.F. Drake State Technical College will encourage students to notify someone on campus immediately if they feel violated sexually in any aspect. This includes, but is not limited to:

- Being touched by someone without your consent
- Being forced to have sex without consent
- Being told a joke or a story of sexual nature
- Being shown explicit pictures
- Being threatened that a sexual act will occur with negative consequences if this is not allowed

This list is available to the students via the website and the electronic student handbook. A paper copy is also available for students in the new student orientation booklet. Published reading material is available for students near the College Counselor's office, on topics

such as: Sexual Offense; Date Rape; Sexual Assault; and Domestic Violence. Students are able to seek referrals from the Counseling Office for places that will address these issues.

The Crisis Center of North Alabama has agreed to come out, and talk about the services their program offers. Specifically, Mr. Bill Farris has agreed to come out and do a presentation for the students on the topics of: Sexual Assault and Domestic Violence. There are also monthly group sessions, beginning October 2011 where Sexual Abuse prevention will be the topic. All students are invited to participate in these monthly sessions. In addition to this, the college has placed on our webpage links to national organizations to help educate faculty, staff, and students regarding rape and sexual assault prevention. They include the National Sexual Violence Center and Rape, Abuse and Incest National Network

Each employee is required to view a 25 minute sexual harassment video. Once completed, the employee receives a certificate of completion.

ACTIONS TO TAKE FOLLOWING A SEXUAL OFFENSE

Students can call Campus Security at (256) 683-2303 at the Main Campus or (256) 603-1496 at the Times Bldg Instructional site. They can also call the Huntsville Police Department at (256) 427-7009 or (256) 427-7114. The student has a right to report all sex offenses to the college counselor. The college counselor will let the student know that they have the option to report a sex offense to the Huntsville Police Department. At the students' request, the college counselor or the student service management director will provide the necessary assistance to the student as to what steps to follow to report a sex offense.

The college strongly encourages students who have been victimized to seek law enforcement as soon as possible in order to preserve evidence. Ideally, a victim should not bath, douche or change clothes because this could contaminate evidence that will be used for prosecution. The college will educate students during fall, spring, and summer orientation regarding rape, date rape, and sexual assault. Law enforcement will come to the campus once a semester to educate students on safety measures and prevention. Materials will be provided by the College Counselor for anyone interested in receiving information regarding rape prevention and sexual assault.

Both the victim and the accused is entitled to the opportunities to have others present during disciplinary proceedings; and that both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. The victim will be given information regarding the disciplinary process and given guidance through the steps.

REGISTERED SEX OFFENDERS

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In the State of Alabama, this information is accessible at <http://dps.alabama.gov/Community/Default.aspx>

HATE CRIME REPORTING

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. If you are a victim of, or witness to a hate/bias-related crime immediately report it to Campus Security at (256) 683-2303 at the Main Campus or (256) 603-1496 at the Times Bldg Instructional site, or dial 911 if it is life threatening.

DISCIPLINARY COMMITTEE ACTIONS

Listed below are the possible sanctions that can be imposed if recommended by the disciplinary committee:

Steps for Reporting a sex offense:

1. Any student, faculty member or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Student Services Management Director.
2. The complainant must file with the Student Services Management Director within thirty (30) calendar days following the date of the alleged violation(s). Upon receipt of the charge, the Director will provide the student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board and disciplinary action will be determined by the Student Services Management Director.
3. If disciplinary proceedings appear warranted, the Student Services management Director will set a date, time and place for the hearing, and the accused will be so informed by written notice at least two (2) days before the hearing. Anytime up until the day of the hearing the accused may waive the right to a hearing, admit the charge and have the punishment be decided by the Student Services Management Director. Under such circumstances, the accused will be informed of the disciplinary action within five (5) days.

4. Any student whose presence poses a possible danger to persons or property of the College or an ongoing threat of disrupting the academic process may be removed from the campus immediately.
5. Written notification of the date, time, and place of the hearing shall be sent to the student within five days of a complaint being filed.
6. A Disciplinary Committee comprised of the Dean of Instructional and Student Services, faculty, staff and a student representative will be selected to hear each disciplinary case.
7. The Student Services Management Director will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the Dean of Instructional and Student Services.

Following this process there are five different sanctions that could be imposed. They include, censure, restitution, disciplinary probation, suspension, and expulsion.

- **Censure** – A statement to the offender that he/she has violated College regulations and of the possibility of more stringent disciplinary actions in the event of future violations.
- **Restitution** – Reimbursement for damage or misappropriation.
- **Disciplinary Probation** – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of the student. Any conduct in violation of this Code while on probationary status may result in the imposition of further action.
- **Suspension** – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.
- **Expulsion** – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

JEANNE CLERY ACT CRIME STATISTICS

The Director of Operations, working in concert with Campus Security and Huntsville City Police collect the crime statistics disclosed in the report. The Director of Operations periodically examines the data to ensure that all reported crimes are recorded in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act the crime definitions outlined in the *FBI Uniform Crime Reporting Handbook* and the *FBI National Incident-Based Reporting System Handbook* (sex offenses only). The Clery Act mandates the manner and format in which statistics are to be collected and published. Other crimes that aren't reportable under this act are maintained in the security offices at both locations.