Drake State Community and Technical College Campus Security Report 2014

FOR EMERGENCIES, CALL:

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

Times Building Instructional Site Security.....(256) 603-1496

Director of Operations.................................(256)426-5047

Dean of Student Support Services...............(256) 701-3588

Dean of Instruction ..............................................(256) 783-7685
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DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE CAMPUS SECURITY REPORT 2014

POLICY

It is the policy of the College to comply fully with the following Acts and Laws:

- Violence Against Women Reauthorization Act of 2013
- 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: Each operating unit of the College prepares and follows procedures to satisfy the stipulations of the above Acts and Laws. Working in partnership with the community, the College is committed to providing the highest quality of service to 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 1 October that contains three years of campus crime statistics and certain campus security policy statements.

- Disclose crime statistics for the Main 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 on-going “threat to students and employees”.

- Disclose in a public crime log any crimes that have occurred on campus or within the patrol jurisdiction of Campus Security.

The Director of Operations, Dean of Student Support Services, Director of Financial Aid and the College Counselor are responsible for preparing this report by making updates based on applicable federal and state laws and policies. The Director of Operations also
obtains crime statistics from reports compiled by Dynamic Security located on the Main Campus and Instructional Site, as well as Huntsville Police Department (HPD). In addition, the report is further prepared using feedback from the President’s Cabinet before it is released for distribution.

We encourage members of the Drake State community and prospective employees and students to use this report as a guide for safe practices on and off campus. You can access it by clicking on the “About Us” tab, followed by the 2014 Campus Security Report Link on the College’s 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 Avenue. Security cameras are located at both locations to ensure the safety and security of the campus community. The Director of Operations is responsible for the safety and security at these locations, as well as verifying any emergencies. The College does not have any housing facilities located on campus, nor does it operate off-campus housing or off-campus student organization facilities.

CAMPUS AND INSTRUCTIONAL SITE MAPS

The following maps illustrate the Main Campus and Instructional Site. Locations shaded in yellow are deemed public property in accordance with Department of Education guidelines. “Public Property” refers to thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
INFORMATION ON SAFETY AND SECURITY

The 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. Safety procedures are also outlined in the student handbook and on the College’s website.

Additionally, emergency action procedures, emergency route maps, designated safe locations and assembly areas for each building 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 Instructional Site. Furthermore, emergency action procedures are tested periodically using drills and appropriate modifications are made as deemed necessary.

REPORTING OF EMERGENCIES OR CRIMINAL INCIDENTS

It is also the policy of the College that anyone (i.e. students, faculty, staff, visitors, and guests) who experiences or witnesses a major crime or life threatening medical emergency on the Main Campus or Instructional Site are strongly encouraged to immediately report the crime HPD by dialing 911, and then contact a college official in the descending order:
1. Security:
   a. Main Campus Security -- Building 600 (In the same building as the
      Student Center); (256) 683-2303.
   b. Times Building Security -- 228 Holmes Ave; (256) 603-1496.

2. Director of Operations -- Building 400, Room 404A; (256) 426-5047.

3. Dean of Student Support Services -- S.C. O’Neal Library, Room 223; (256) 701-3588.

4. Dean of Instruction -- S.C. O’Neal Library, Room 301; (256) 783-7685.

Prompt reporting will assure timely warning notices and disclosure of crime statistics. All
other crimes will be reported to the Security Office. Security will respond and will
personally handle the situation or contact HPD for assistance, if necessary. Security will
also contact the Director of Operations or the Dean of Student Support 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 or Instructional Site.

**CAMPUS NOTIFICATIONS**

In accordance with the Higher Education Opportunity Act of 1965 as amended, the 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 by the College on the Main Campus will be made using the
public address system and/or Drake Alert. The public address system can be operated from
two different locations on the campus. There is no public address system at the
Instructional Site, but one is not necessary due to its size. Drake Alert is also used for both
locations to generate messages via telephone, cell phone, email and text messaging and is
operated by the Information Technology (IT) 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 email announcements, students or employees
must have a college e-mail account, which may be obtained from the IT office. The same
office can add individuals to the Drake Alert system.
SECURITY SERVICES

The College has a contract with a security firm. Campus Security's responsibilities include parking and speed limit enforcement and ensuring that exterior lighting is functional. They also conduct hourly security checks and ensure buildings 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 will need to contact the Security Office (Main Campus -- 256-683-2303; Instructional Site -- 256-603-1496).

Security guards are armed, but they do not 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 HPD, 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

Campus Security is available to escort any person leaving the campus and is concerned for their security or safety to their vehicle by contacting the Security Office (Main Campus -- 256-683-2303; Instructional Site -- 256-603-1496).

SECURITY AND MAINTENANCE CONSIDERATIONS

The College is committed to ensuring that facilities and grounds are 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 person who has a concern about physical security should contact the Director of Operations at (256) 426-5047. Maintenance personnel are also available to respond to calls for service regarding unsafe facility conditions or personal safety and property protection.

SURVEYS

Student surveys are conducted on a regular basis. The College can also provide voluntary, confidential opportunities for students to convey information. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one’s safety, assess services rendered by Campus Security and to alert these vulnerabilities to the President’s Cabinet and the Director of Operations. The College President also meets with
students on a continual basis, and security and other concerns that are broached during these meetings are addressed during the President’s Cabinet and Administrative Council meetings.

I.D. CARDS AND BADGES

To further ensure the security of faculty, staff, and students, the 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, the College encourages 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, IPODs etc. with you at all times.
- Always lock the doors of your vehicle.
- Avoid studying in secluded areas; try to find a location where you can still have privacy, but someone can see you.
- Wear your campus I.D. badge while on campus.
- Report any suspicious behavior to Campus Security immediately using the below numbers.
- As indicated above, 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 Instructional Site Security at (256) 603-1496.

These guidelines will be distributed to students via the website. They are also contained in the new student handbook.

An officer from HPD is available to visit the campus periodically and hold seminars addressing crime prevention on behalf of the city of Huntsville, as is the police chief from Oakwood College. Published reading material will also be on display for students regarding campus crime prevention throughout the campus and near the College Counselor’s office.
FIREARMS POLICY

Act 2013-283, commonly referred to as Alabama “Gun Law,” took effect on August 1, 2013. The State Board of Education Policy 511.01: Firearms on Campus, prohibits firearms on campus or on any other facility operated by the Alabama Community College System. The College is in full compliance with Act 2013-283 and the State Board of Education Policy; therefore, firearms are not allowed on the Main Campus or Instructional Site. Violators will be subject to criminal prosecution. The following are exceptions to this policy:

1. Law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties; or

2. An instructional program in which firearms are required equipment

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

In compliance with Section 22 of Public Law 101-226 entitled “Drug Free Schools and Campuses”, the College hereby gives notice of its policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The Drug-Free Schools and Communities Act requires Drake State to verify that a Drug and Alcohol Abuse Education and Prevention Program (DAAPP) have been implemented. DAAPP prevents the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. As part of the program, Drake State distributes DAAPP information to students and employees annually, as well as conducts a biennial review of the program.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROGRAM

The Drake State DAAPP is coordinated and evaluated by a six-member committee including the Dean of Student Support Services, the Director of Operations, the College Counselor, the Human Resources Coordinator, a representative from Financial Aid and a representative from the New Horizons Recovery Center.

The DAAPP commences during the Fall Semester of every academic year and ends during the Summer Semester of that same academic year. The following lists the activities available to students and employees by semester:
FALL SEMESTER

During the fall semester, the DAAPP begins with an annual disclosure to students and employees. The disclosure is sent directly to students and employees in the form of a letter to individual email accounts. Both the student letter and the employee letter include a description of the DAAPP, location and institutional policies. The Dean of Student Support Services sends the information directly to students via email while the President sends employees letters via email.

The Annual Disclosure Letter and DAAPP include the following five areas:

- Standards of conduct prohibiting the possession, use and distribution of drugs and alcohol.
- Possible sanctions for violations of federal, state and local drug and alcohol laws, as well as sanctions for violations of institutional policies.
- Health risks associated with the use of drugs and alcohol.
- Information on counseling, rehabilitation and treatment programs.
- A clear statement that the school will impose sanctions on students and employees who violate drug and alcohol laws, ordinances and/or institutional policies.

DISCIPLINARY COMMITTEE ACTIONS FOR DRUG AND ALCOHOL VIOLATIONS

Listed below are the possible sanctions that can be imposed, if recommended, by the disciplinary committee for drug and alcohol violations. 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.
The New Horizons Recovery Center provides on-campus programming once each semester. The sessions are open forum and all students and employees are invited to attend. The 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 also available to assist students with contacting the treatment facility, if necessary. Additionally, 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.

The Office of Human Resources is available to offer information and support to employees.

**SPRING SEMESTER**

During the spring semester, the Drake State DAAPP conducts its annual student and employee assessment. The purpose of the assessment is to determine students’ and employees’ level of knowledge of drug and alcohol information and resources that are available to them. The survey is sent in an electronic format and the results are gathered and evaluated by the DAAPP committee in collaboration with the Office of Institutional Research.

**SUMMER SEMESTER**

Recognizing the importance of a variety of learning styles, the Drake State DAAPP utilizes service-learning as a method of sharing drug and alcohol abuse education and prevention. The College Counselor and Office of Human Resources coordinates learning excursions to treatment facilities and/or campus visits by local preventative services (e.g. MADD, HPD/Blood Alcohol Testing, etc.) with the outcome of preventing the unlawful possession, use and distribution of drugs and alcohol on campus and at recognized events and activities.

**YEAR ROUND**

All new students and new employees receive information about the DAAPP during New Student Orientation and New Employee Orientation.

**BIENNIAL EVALUATION**

Every odd numbered year, the biennial evaluation is conducted by the DAAPP committee. The objectives of this review are to determine the effectiveness of the program and to
ensure consistent enforcement of applicable laws, ordinances and institutional policies against violators.

The biennial review report and supporting documents are maintained by the Office of the Dean of Student Support Services and are made available to the Department of Education upon request.

An abbreviated outline of the Drake State DAAPP program year is provided below.

| Fall Semester                                                                 |
|                                                                              |
| - DAAPP Release of Information (Student Letter) – before October 1st – Dean of |
|   Student Support Services                                                    |
| - DAAPP Release of Information (Employee Letter) – President                 |
| - New Horizons Open Session (Students and Employees)                         |

| Spring Semester                                                              |
|                                                                              |
| - Annual (Knowledge and Resources) Survey (Employees and Students) – During   |
|   Assessment Week                                                            |
| - New Horizons Open Session (Students and Employees)                          |

| Summer Semester                                                              |
|                                                                              |
| - Service - Learning Opportunity                                              |
| - Biennial Program Evaluation (2015; 2017, 2019, etc.)                       |

| Year Round                                                                   |
|                                                                              |
| - Announcement of DAAPP Program and Distribution of DAAPP Pamphlet (New      |
|   Student Orientation and New Employee Orientation)                          |
| - Individual, Private Counseling Sessions (Available for Students and Employees) |
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. The site was accessed by the Director of Operations on 25 August 2014 and was found to be operational.

HATE CRIME REPORTING

Hate crimes, also called bias crimes or bias-related crimes, are criminal activities 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 a 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 Instructional Site, or dial 911 if it is life threatening.

JEANNE CLERY ACT CRIME STATISTICS

The Director of Operations, working in concert with Campus Security and HPD, collects the crime statistics and the Director of Financial Aid inputs the data in the Department of Education’s database. 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 Office at the Main Campus.

CRIMES REPORTABLE TO THE DEPARTMENT OF EDUCATION

The following are the crimes that are reportable to the Department of Education along with definitions:

**Murder and non-negligent manslaughter** -- The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter** -- The killing of another person through gross negligence.
Sex offenses – forcible -- Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex offenses - non-forcible (Include only incest and statutory rape) -- Unlawful, non-forcible sexual intercourse.

Robbery -- The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault -- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary -- The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft -- The theft or attempted theft of a motor vehicle.

Arson -- Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Weapons: Carrying, possessing, etc. -- The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification are the following: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Abuse Violations -- The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine);
marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

**Liquor Law Violations**--The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.
CRIME STATISTICS FOR THE PAST 3 YEARS

REPORT OF CLERY CRIMINAL OFFENSES

J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE
3421 Meridian Street North
Huntsville, AL 35758
Main Campus

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- The stalking incident involved a female employee and a former student.
  - The incident was reported to HPD and handled by them without the need for arrest.
**REPORT OF CLERY CRIMINAL OFFENSES**

**J.F. DRAKE STATE COMMUNITY AND TECHNICAL COLLEGE**

Instructional Site
228 Holmes Avenue
Huntsville, AL 35801
Main Campus

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<tr>
<td></td>
<td>- Stalking</td>
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- The vehicle theft was reported by HPD in 2012, and it occurred in the public parking lot on the east side of the Building.
- The weapons law violation was reported by HPD in 2013 and it occurred on the corner of Holmes Avenue and Greene Street when an individual was stopped by HPD for a moving violation. HPD then discovered that the individual did not have a permit to carry the weapon. The individual was then arrested.
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AND INFORMATION

The Violence Against Women Reauthorization Act, signed by President Obama in 2013 amended the Clery Act. In addition to incidents involving sexual assaults, it has also expanded reporting for crimes such as dating violence, domestic violence and stalking. The following are definitions of these crimes:

**Domestic Violence** -- A felony or misdemeanor crime of violence committed by--
1. A current or former spouse or intimate partner of the victim.
2. A person with whom the victim shares a child in common.
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA].
5. 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.

**Dating Violence** -- Violence committed by--
1. A person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. The length of the relationship.
   b. The type of relationship; and
   c. The frequency of interaction between the persons involved in the relationship.

**Stalking** -- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to--
1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

The college is committed to safety and security, and complies with the Violence Against Women Act (VAWA) and the Federal Clery Act, both helping to bolster response to and the prevention of violence. VAWA requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings and provide campus community-wide prevention educational programming. In compliance with VAWA and Clery, Drake
State has processes in place to actively collect and share data on violent incidents, and the College regularly offers sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information, contact the Director of Operations, Dean of Student Support Services or the Counseling Office for details.

VAWA also has four new programmatic and training requirements that Drake State has adopted: Awareness, Primary Prevention, Bystander Intervention, and Specialized Training for Adjudication Officials.

<table>
<thead>
<tr>
<th>Awareness</th>
<th>Since some studies show that students are most vulnerable to attack during freshman year, Drake State has incorporated VAWA in the New Student Orientation Handbook as well as in all ORI 101: Orientation to College classes.</th>
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<tr>
<td>Primary Prevention</td>
<td>As a method of campus climate change, the College invested in Title IX: Addressing Sexual Harassment/Sexual Violence handbooks for students and staff. The handbook is customized to the institution and offers an overview of the following topics: “Understanding Title IX; Notice of Non-Discrimination; Sexual Harassment; What to Expect from Student Advocates; and How Bystanders Can Intervene.</td>
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<td>Bystander Intervention</td>
<td>Student Advocates and Key Personnel are trained annually by the Dean of Student Support Services and the Director of Operations to intervene as bystanders.</td>
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| Specialized Training for Adjudication Officials | The Director of Operations and the Dean of Instruction are scheduled to attend Clery Act Training in October 2014.  

The Dean of Student Support Services serves as the Title IX Coordinator for students and has completed training related to VAWA.

Once all general training has been completed a determination will be made on the specialized training for adjudication officials.
**EMERGENCY ACTION PROCEDURES**

*(Emergency Message #1 -- Weather Alert)*:

**Tornado Warning:**

1. When notified, all personnel should go to the assigned shelter areas.
   
   Note: Building shelter locations are indicated by a CD symbol on evacuation route diagram.

2. Sit on the floor in the assigned shelter and place your head between your legs and your hands overhead.

3. If caught outside, go to the nearest ravine and lie down flat with face down.

4. Await “All Clear Signal”.

*(Emergency Message #2 -- Fire Alert):*

1. Notify other occupants by shouting, “FIRE!”
   
   Note: Pull one of the fire pull handles if you are located in the library or Building 600.

2. Immediately evacuate the building by following the instructions on the evacuation route diagram and assist anyone with special needs.
   
   Note: If in the library, take the stairwell down to the first floor and exit out the main entrance or use one of the emergency exits illustrated on each map. DO NOT USE THE ELEVATOR!!

3. Assemble at walking track behind building 800.
   
   a. Instructors—Take roll and ensure all of your students are present, and that no one is left in the Building.

   b. Department Heads—ensure all of your people are accounted for.
4. Notify the fire department by dialing 911, followed by Security and let them know the building and room number of the emergency.

(Emergency Message #3--Lockdown):
1. If possible, lock all external doors to building to secure the area.
2. Lock interior classroom doors and remain in classrooms.
3. Move to an area in the classroom that is not visible from the outside.
4. Sit down on the floor away from any windows and remain there until the “ALL CLEAR” signal is given.

(Emergency Message #4--Suspicious Packages or Bomb Threat):
1. Follow evacuation procedures for fire drill with the exception of pulling the fire pull handle if you are located in the Library or building 600.
2. Scan classroom upon leaving and report any suspicious package.
3. Await “All Clear” Signal.

(Emergency Message #5--Shelter In-Place):
Note: Specific information will be provided, depending on the situation.