

BISHOP STATE COMMUNITY COLLEGE
2020-2021 ANNUAL SECURITY REPORT
AND ANNUAL FIRE SAFETY REPORT



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The Bishop State Campus Police Department

The Mission of the Bishop State Campus Police Department is to provide a safe learning, teaching, and working environment. The Campus Police Department requires its personnel to exercise the highest degree of discretion, human relations and community problem-solving skills.

The Department exists to protect life and property, manage emergencies, maintain a successful parking and traffic system, prevent crime and be a general service to the college community. We will strive to fulfill these responsibilities in a professional manner.

Bishop State Campus Police Contact Information	
Main Campus Police	(251) 405-7060
Central Campus Police	(251) 331-0328
Carver Campus Police	(251) 331-1815
Southwest Campus Police	(251) 331-1175
Campus Police e-mail	campuspolice@bishop.edu

Law Enforcement Authority of Bishop State Campus Police

In 1999, Bishop State Community College initiated its own Campus Police Department that consists of 8 full time personnel, 6 of which are certified police officers with full arrest powers, recognized by the State of Alabama, who provide law enforcement services to the campus community. An armed Campus Police officer will be on duty 16 hours a day, five days a week, and are certified by the state of Alabama who receive their powers and authority from the Code of Alabama 1975 as amended 16-22-1, 16-22-2. These police officers are vested with all the powers, authority, and responsibilities of any state law enforcement officer.

Working Relationship with Local Law Enforcement

The Bishop State campus is located geographically within the City of Mobile, Alabama. Bishop State Community College Campus Police has jurisdiction over criminal matters occurring within the campus of Bishop State, but when the situation dictates, campus police personnel will call outside agencies for assistance, which could assume primary investigative responsibility, upon request of the campus chief of police for certain major crimes that would likely exhaust the capabilities of the college. Our campus police department works closely with all local, state, and federal law enforcement agencies and Emergency Management Agency (EMA).

The prosecution of all criminal offenses committed on campus is conducted, depending on the classification of the offense as a federal offense, a state felony or misdemeanor, or a breach of a municipal ordinance, in the federal district court of South Alabama, the state circuit or district court of Mobile County, or the Mobile municipal court. The Bishop State Police Department maintains a cooperative working relationship with other state and surrounding local law enforcement agencies and participates in both state and national campus law enforcement associations.

The Bishop State Police Department prepares and submits reports regarding criminal offenses to the Federal Bureau of Investigation to which all authorized law enforcement agencies report statistical data. Additionally, "real-time" information is made available to other local, state, and federal law enforcement agencies on arrests and serious crime. Information regarding reported stolen vehicles, property, and wanted individuals are shared through the National Crime Information Center (NCIC) through which Mobile Police Department maintains a 24 hour computerized link.

Other Services

The Bishop State Police Department also provides safety and general support services tailored to meet the needs of the campus community. These services include but are not limited to the following:

1. Assisting campus motorists with minor vehicle problems
2. Preparing reports on motor vehicle accidents.
3. Patrolling campus streets and parking areas to enforce Bishop State parking regulations and state and local traffic laws.
4. Coordinating security for College sponsored campus events.
5. Providing crime prevention and safety presentations.
6. Maintaining a Lost and Found repository.
7. On-campus safety escorts.
8. Conducting criminal investigations and preparing cases to submit to district attorney and grand jury.

Reporting On Campus Crimes and Other Emergencies

It is the policy of the College to strongly encourage students, employees, and visitors to Bishop State to promptly contact the college police, or 911 about any criminal activities, accidents or medical emergencies occurring on-campus. Reporting a crime does not mean an individual must take legal action - it may, however, help law enforcement stop further incidents as well as help them keep the community informed about criminal activity. We also urge students, employees, and visitors to inform campus police of any restraining orders or protection from abuse orders issued on their behalf. Informing campus police will allow for appropriate enforcement of those court orders. To make a report by phone, call 251-405-7060 and report the situation to the Campus Police. In emergency situations, including fires and medical emergencies, call 911. All 911 calls made from Bishop State will be responded to by the Mobile Police Department and Bishop State Police.

Campus Security Authorities (CSA)

A person may also report a crime to the Dean of Students, the Dean of Finance, the Director of Athletics, the Director of Human Resources, or other Bishop State officials with significant responsibility for student and campus activities. All such individuals, along with Campus law enforcement staff, are referred to as a *Campus Security Authority (CSA)*. Upon request, the CSA may assist the reporting individual in contacting the Campus Police about an incident. The College will allow a victim or witness of a crime to report it to a CSA (other than law enforcement) on a voluntary, confidential basis. All such incident reports will help the College take steps to make the campus safer. They will be used, in particular, to determine whether there is a pattern of crime involving a particular location, offender, or method; to provide the basis for alerting the campus community about crimes posing a danger to students or employees; and to compile the crime statistics included in the annual security report.

Campus Security Authorities who are non-law enforcement will be provided the appropriate training on what to do when a crime is reported to them.

Emergency Notifications, Evacuation Procedures, and Timely Warnings

It is the policy of Bishop State Community College to quickly inform the campus community of conditions posing a threat to life, safety, security, and/or property, so appropriate precautionary measures may be taken. To carry out this policy, the college has developed procedures to facilitate notice to and, if appropriate, evacuation of members of the campus community in the event of a confirmed active emergency posing an immediate threat or a potential emergency posing a reasonably likely threat. In regards to "Timely Warnings" the names of victims will be withheld from any statement issued to the campus community.

The campus employs an emergency notification system commonly known as "Wildcat Alert" to provide emergency warnings and follow-up information to the campus community. Wildcat Alert will ensure that this information is automatically delivered to the campus community at the e-mail address and phone numbers (by voice and/or text message) that have been provided within moments of any such alerts being sent by the college.

Certain college officials have been granted authority by the College President to authorize emergency notifications. These officials are referred to as Responsible Authorizers.

The activation process is initiated when a report of an emergency posing an immediate or reasonably likely threat is made to the Bishop State Police or to another Responsible Authorizer. The Responsible Authorizer is to confirm that such a threat does exist and approve the wording and content of the message, taking into account pre-approved message templates, the nature of the impacted population on campus, and the actions the impacted population should take.

Finally, the Responsible Authorizer is to direct that notification be provided through activation of Wildcat Alert. These actions are to be taken without delay, unless issuing a notification will, in the professional judgment of the Responsible Authorizer, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Wildcat Alert system is tested during the fall, spring, and summer semesters. Also, building fire drill evacuations and other evacuation exercises are held at least annually. Tests and drills may be announced to the campus community beforehand or may be unannounced. After-action reports are prepared to document the nature of the test or drill, its date/time, whether it was announced or unannounced and evaluative observations regarding system and personnel performance. If criminal incidents occur on campus that do not pose an immediate danger to the community, but the possibility of reoccurring or similar incidents exists, timely warnings describing those incidents will be made and disseminated to all faculty, staff, and students.

Emergency Procedures Manual

The college publishes the Emergency Procedures Handbook which contains procedures and directions to be followed by the campus community to evacuate a building or to otherwise respond to an emergency.

Crime Prevention

With the exercise of due caution, students and employees can reduce their chances of becoming a victim of crime. The College crime prevention efforts are premised upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging individuals to be responsible for their own security and the security of others. The cooperation and involvement of students and employees in a campus safety program is absolutely necessary. Students and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although campus facilities and areas are lighted during normal class hours, it is always prudent for students, female or male, to be accompanied by a friend to their vehicle on campus late at night. Valuable items such as stereos, cameras, and televisions should be marked or engraved with the serial number or a personal code. This number should then be kept in a safe place so that it is available should the item be stolen. Bicycles when left unattended should be secured with a sturdy lock. Students with cars must park them in the authorized parking areas with a current Bishop State hangtag and should keep them locked at all times. Valuable items like backpacks, electronics, books, and sporting equipment should be locked in the trunk.

Risk Reduction Tips

With no intent to blame victims, and in recognizing that only abusers are responsible for the abuse they perpetrate, the following are some strategies to reduce one's risk of sexual assault.

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged, and that you have money.
6. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
7. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
8. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. **Trust your instincts.** If you feel unsafe or uncomfortable in any situation or location, go with your gut-it probably isn't the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. **If you need to get out of an uncomfortable or scary situation try these suggestions:**
 - **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing.

Your friends or family can then come to get you or make up an excuse for you to leave.

- **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Source:

Ways to Reduce your Risk of Sexual Assault (n.d.). *Rape, Abuse, & Incest National Network*. Retrieved January 23, 2020 from <https://rainn.org/get-information/sexual-assault-prevention>

Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy

Bishop State Community College is dedicated to the total development of students. Therefore, the College has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees.

Therefore, it is the policy of Bishop State Community College that no student or employee may threaten the health and safety of a member of the College community, of any person on College property, or at a College sponsored or supervised activity, through **the commission of or the attempt to commit domestic violence, dating violence, sexual assault, rape, acquaintance rape, and stalking.**

Employees and students who are found in violation of this policy shall be subject to disciplinary action by the College, up to and including permanent expulsion, from any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Criminal charges may also be filed.

A student or employee of Bishop State who is the victim of sexual assault, domestic violence, dating violence, or stalking has the right to notify and seek the help of the Campus Police, local police authorities, or a Campus Security Authority. Telephone numbers for contacting authorities are listed at the end of this report. A Campus Security Authority will, upon request, assist the student in contacting police. Notifying campus or local law enforcement authorities does not mean that criminal charges must be filed. Immediate notification will, however, permit authorities to conduct a timely investigation and to collect and preserve evidence, which is essential for any subsequent prosecution. It may also help prevent assaults by the offender upon other victims.

A victim should be cautious not to destroy evidence including:

- Do not change clothes or have them cleaned
- Do not take a shower or brush teeth
- Do not remove items from where the incident occurred
- Do not discard, erase, or delete any document or electronic transmission which may contain threatening or intimidating messages

Counseling and other assistance for victims of sexual assault, domestic violence, dating violence, or

stalking will be made available through Rape Crisis Center.

The College also encourages the reporting by employees and students of conditions on campus (such as lighting, landscaping, etc.) that may contribute to the risk of sexual assault, so that appropriate action may be taken.

Definitions

The following definitions are helpful in understanding the College's policy prohibiting sex-based discrimination:

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.

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.

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.

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.

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.

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.

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. 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:
 - (1) The length of the relationship
 - (2) The type of relationship
 - (3) The frequency of interaction between the persons involved in the relationship

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. 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).

Bystander Intervention:

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a

bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an **EMS, Bishop State Campus Police**, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center or Dean).

Lack of Consent:

- (a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a) (3) of Section 13A-6-65, that the sexual act was committed without consent of the victim.

- (b) Lack of consent results from:
 - (1) Forcible compulsion or
 - (2) Incapacity to consent or
 - (3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct

A person is deemed incapable of consent if he/she is:

- Less than 16 years old or
- Mentally defective or
- Mentally incapacitated or
- Physically helpless

Victim's Rights Information

In Alabama, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Within 72 hours after a victim files a crime report, the campus police shall provide the victim with the following:

- A list of local emergency and crisis services
- Name and phone number of the officer and the agency handling the report
- Name and phone number of the prosecuting attorney
- The procedural steps in a criminal prosecution
- The availability of victim's' compensation benefits
- A listing of rights as a victim including a form including victims' rights
- The existence and eligibility requirements of restitution and compensation
- A recommended procedure if someone is subject to threats or intimidation as a victim

A crime victim also has a right to:

- Notification of all criminal proceedings and charges filed against the defendant, with the exception of initial appearance, and the right to be present at all proceedings
- Necessary information regarding the appropriate agencies from which he/she may request information
- An explanation of the pre-sentence report and the right to make a written or oral statement to the probation officer, and a right to review the pre-sentence report
- Notification of the time and place of any sentencing hearing and to make a written or oral statement, or present any information at a sentencing proceeding or any other proceeding as authorized by law
- Information regarding the return of any property taken
- The date of conviction, acquittal or dismissal of charges against the defendant and the

- sentence imposed
- Refuse an interview or other communication with the defendant, his/her attorney or anyone acting on his/her behalf
- The status and results of any post-conviction appeal
- Be provided a waiting area separate from the defendant, relatives, and defense witnesses if available and practical
- Submit a statement to be entered into the inmate's records that the victim is to be notified of release, on bond, from prison, escape, re-arrest, or death of the prisoner
- Information regarding collection of restitution
- Any release opinion by the Alabama Department of Mental Health
- Notification of any Pardon and Parole Board hearings and the right to be present and heard at such hearings

Victim's 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, local law enforcement or campus security authorities. In those cases, the victim may still seek assistance confidentially from Rape Crisis Center or any other victim service agency of their choosing. Bishop State Community College will provide an office for a member of Rape Crisis Center to avail themselves to any student who needs assistance. Rape Crisis Center can be reached on the 24 hour crisis line at (251) 473-7273 or 1-800-718-7273.

Anonymity and Confidentiality

Victims who report a criminal act to law enforcement or a campus security authority (CSA) may wish to remain anonymous or have their name excluded from any publicly-available report or document created by the College. The College will meet this request to the extent permissible by law. If the college while in the performance of conducting an investigation and obligation to take measures to protect other students and employees, may need to reveal the name of the victim in order to complete a thorough investigation. In this case, the College will inform the reporting party and discuss available options and concerns before proceeding with the investigation or disciplinary procedures.

If the reporting party requests confidentiality or asks that the complaint not be pursued, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a reporting party insists that his or her name or other identifiable information not be disclosed to the alleged responding party, the College will inform the reporting party that its ability to respond may be limited. The reporting party will be assured the College will take reasonable steps to prevent retaliation but also take strong responsive action if it occurs. If the reporting party continues to ask that his or her name or other identifiable information not be revealed, the College should evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the school may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the reporting party's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). The College should inform the reporting party if it cannot ensure confidentiality. Even if the College cannot take disciplinary action against the alleged harasser because the reporting party insists on confidentiality, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Remedies and Enforcement

Bishop State Community College will take steps to protect the reporting party as necessary (if requested and reasonably available), including taking interim steps before the final outcome of the investigation, even when the victim chooses not to report to law enforcement. The College shall undertake these steps promptly once it has notice of a sexual harassment or violence, domestic violence, dating violence, or stalking allegation. The College will notify the reporting party of his or her options to avoid contact with the responding party and allow students to change academic or living situations as appropriate. For instance, the College may prohibit the responding party from having any contact with the reporting party pending the results of the school's investigation. When taking steps to separate the reporting party and responding party, the college will minimize as much as possible, the burden on the reporting party, and will not, as a matter of course, remove reporting party's from classes or housing while allowing responding party's to remain.

Reporting party and parents, if necessary, will be informed of how to respond and who to report to if they are retaliated against by the responding party or his or her associates. For instance, friends of the responding party may subject the reporting party to name-calling and taunting.

Bishop State will proactively consider the following remedies when determining how to respond to the previously mentioned offenses.

Depending on the specific nature of the problem, remedies for the reporting party might include, but are not limited to:

- Providing an escort to ensure that the reporting party can move safely between classes and activities
- Ensuring that the reporting party and responding party do not attend the same classes
- Providing counseling services referrals
- Providing academic support services, such as tutoring
- Arranging for the reporting party to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the reporting party's academic record

Disciplinary Procedures for Institutional Action in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking

College disciplinary procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. These procedures may differ from court procedures in the interest of student welfare and confidentiality procedures and rules have been developed to assure fair hearing and appeal. The Dean of Students makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Review Committee for an appellate hearing. The Dean of Students is responsible for coordinating all disciplinary procedures and for reviewing appropriate records of student conduct and disciplinary actions.

Alleged violations of College regulations must be filed in writing with the Dean of Students in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Dean of Students. The Dean of Students will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."

4. Refer the case directly to the College Disciplinary Committee for a hearing. Upon communicating his/her decision to the student, the Dean of Students will also explain the student's right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Dean of Students within forty-eight hours. The Dean of Students will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines specified in "Disciplinary Hearing Procedures," and will submit its decision in writing to the Dean of Students, who will notify the student.

Standard of Evidence

In order for the schools grievance procedures to be consistent with federal law, the school must use a "preponderance of evidence" standard (it is more likely than not that the act occurred). The Dean of Students of Bishop State Community College is the presiding institutional official of code of conduct proceedings and is trained in evaluating evidence and testimony in these hearings in a manner that protects the safety of victims and promotes accountability.

Disciplinary Hearing Procedure

Disciplinary Review Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Review Committee members, the Dean of Students, the student who is the subject of the hearing and his/her advisor (if requested), appropriate staff members, a recorder, and witnesses for both parties (if available). Witnesses will be present only when giving testimony.

The student (accused or accuser) has the right to have one advisor, who may be but does not have to be an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. The minutes of the proceedings will be recorded. Minutes will be filed in the office of the Dean of Students and will be kept confidential. The Dean of Students may change the day and time of the hearing if extenuating circumstances exist by notifying all parties or may determine that a hearing takes place without the student present if the student has been given notification but does not appear for the hearing. The order of the hearing shall be:

1. Opening remarks by the Chairperson of Disciplinary Committee.
2. Review of charges and action taken, if any, in the case by the Dean of Students.
3. Opening statement of not more than ten minutes by the accused student.
4. Opening statement by the Dean of Students or his/her designee of not more than ten minutes.
5. Presentations of evidence by parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Review Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Dean of Students or his/her designee.
8. Deliberation. The Disciplinary Review Committee will conduct its deliberation in a closed and confidential session and, after reaching its secret ballot decision, will orally inform the parties of the decision at the close of the hearing. Each party will subsequently be provided a written summary of the findings of the Committee within seven days.

Possible Disciplinary Action

If the student has been found guilty, the following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Students and/or the Disciplinary Review Committee:

- **Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and possibly for all of the following semesters of attendance.
- **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
- **Class Suspension.** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions can be for the remainder of the term, and the student can be assigned a letter grade of "F" for each course from which he/she is suspended.
- **Area Suspension.** A student may be suspended from a specified college area for improper or disruptive behavior. Suspensions generally will be for a period of time not to exceed the remainder of the term.
- **Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the prohibition against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
- **Payment of Damages.** Payment will be assessed against a given student or students for the amount necessary to repair damage caused by student's or students' behavior.

Information Concerning Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act requires that sex offender information be made available to members of that campus community. Students and employees at Bishop State may obtain this information by searching the Mobile County Sheriff's Office web page at: [www .mobileso.com](http://www.mobileso.com). To obtain sex offender registration information for the area surrounding the Bishop State Campus go to www.mobileso.com

Illegal Drugs and Alcohol Policy

Bishop State policy forbids the possession, use, or sale of alcoholic beverages or drugs not prescribed by a physician anywhere on college property.

Additionally, any violation of federal, state, or local drug or alcohol laws, including those pertaining to underage drinking, is contrary to institutional policy and can subject the offender to arrest and criminal prosecution and or disciplinary action by the college. A student is subject to disciplinary action by the college, up to and including permanent expulsion.

Bishop State Community College has options available for students and staff members who need to address alcohol and other drug abuse issues. The college has an agreement with a local community health organization, Mobile Mental Health, to provide, at discounted rates, counseling for students and staff members through referrals through the Heads Up Program. The program serves as a counseling referral service but it also has a primary goal to address underage drinking and binge drinking among the Bishop State community.

Bishop State Community College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. Bishop State Community College distributes drug and alcohol policies to students during orientation courses through access to the online *College Catalog/Student Handbook*. These contain:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state or federal law
- A description of counseling or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees

Campus Crime Statistics

The Federal Jeanne Clery Act requires colleges and universities to collect and report annually certain information regarding criminal incidents. The statistics reported below are presented pursuant to that obligation.

Campus crime, arrest, and disciplinary referral statistics are based on information reported to Bishop State Campus Police, Mobile County Sheriff's Office, Mobile Police Department, and Dean of Students.

The Bishop State campus encompasses all buildings and property owned or controlled by the institution that are within the same reasonably contiguous geographic area and that are used to support its educational mission. The tables below display the number of reported criminal offenses occurring on the Bishop State campus for the period January 1, 2018 through December 31, 2020.

Criminal Offenses

Criminal Offenses On-Campus	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses- Public Property	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HATE CRIMES

2018: No hate crimes were reported.

2019: No hate crimes were reported.

2020: No hate crimes were reported.

Arrests/Disciplinary Actions

Arrest On-Campus	2018	2019	2020
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions/Referrals On-Campus	2018	2019	2020
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrest Public Property	2018	2019	2020
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

There were no incidents on public property which resulted in disciplinary actions or judicial referrals.

Daily Crime/Fire Log

The Campus Police Department maintains a Daily Crime and Fire Log for the past 90 days that is available for public inspection during normal business hours (8:00 am - 4:30 pm) at the Office of the Campus Chief of Police located on the Main Campus. Older portions of the Crime and Fire Log will be made available within two business days, upon receipt of a request made, in person, at the Police Department. Disclosure of information in the Daily Crime Log may be withheld, if said disclosure could cause an ongoing criminal investigation to be jeopardized, a suspect to flee or evade detection, or evidence to be destroyed.

The Daily Crime Log contains any crime reported to the Campus Police Department and occurring on the campus, non-campus, or public property areas described in this report. Information recorded includes the nature, date, and general location of each crime, as well as the disposition of the complaint. For further information concerning campus safety issues call any of the numbers listed on the last page of this report.

2020 Annual Fire Safety Report

In the event of a fire/fire alarm

- Take or secure all valuables, wallets, purses, keys, etc.
- Evacuate the building immediately and in an orderly manner. The last occupant to leave a room should close the door leading to the corridor.
- Never use the elevators. In most college buildings, elevators are automatically recalled to the street floor or transfer level upon the activation of the buildings' fire alarm system.
- Proceed to the nearest and safest exit.
- If possible, assist non-ambulatory occupants to areas of refuge, or to ground level exits. All members of the college community are responsible, within the limits of their abilities, to

assist those individuals requiring assistance prior to, during or after an emergency. Normally, assistance is in the form of notifying emergency workers of the location of these individuals or by actually providing guidance to safe areas.

- Remain at designated safe area until instructed to re-enter by the City of Mobile Fire Department, or Bishop State Community College Campus Police.

It is suggested that people with disabilities prepare for emergencies in advance by learning the locations of exit corridors, areas of refuge, and exit stairways, by planning an escape route and by showing a classmate, dorm directors, or co-residents how to assist him/her in case of an emergency.

Anyone found causing a false fire alarm, tampering with fire-safety equipment, or not properly evacuating during a fire alarm will face appropriate sanctions, including disciplinary sanctions and/or arrest.

Smoking

Bishop State's campus policy prohibits smoking on all properties owned and operated by Bishop State Community College.

Future Improvements in Fire Safety

The College has adopted the National Incident Management System (**NIMS**) for all emergency events that occur on campus. Bishop State Community College has also implemented the Virtual Alabama School Safety System which enhances campus safety officials and off campus emergency personnel the ability to plan and prepare for all emergencies including fire response.

Contact Numbers	
Bishop State Campus Police	(251) 405-7060
Dean of Students	(251) 405-7087
Other Numbers	
Mobile Police Department	(251) 208-7211
Mobile County Sheriff's Department	(251) 574-2423
Alabama State Troopers	(251) 660-2300
Rape Crisis Center	(251) 473-7273
Rape Crisis Center 24 Hour Line	1-800-718-7273
USA Health University Hospital	(251) 471-7000
Poison Control Center	1-800-222-1222
National Suicide Prevention Lifeline	1-800-273-8255