NORTHWEST SHOALS
COMMUNITY COLLEGE

ANNUAL
SECURITY REPORT
2024

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Northwest Shoals Community College locations:

Shoals Campus
800 George Wallace Blvd.
Muscle Shoals, AL 35661
1-256-331-5200

Phil Campbell Campus
2080 College Road
Phil Campbell, AL 35581
1-256-331-5200

Northwest Shoals Community College Campus Security Mission Statement:

At Northwest Shoals Community College (NWSCC), the NWSCC Police Department works to help you maintain your personal safety by providing security, emergency preparedness, and educational programming services. While NWSCC can never guarantee that accidents and criminal activity will not occur, we make every effort to ensure that students, employees and visitors to campus enjoy a safe learning environment.

Northwest Shoals Community College Authority and Arrest Powers

The Northwest Shoals Community College Police Department has three sworn full-time police officers. The College also contracts armed, non-sworn security to work both campuses. Police and/or security will be provided anytime the college is open for business. Police and security officers can be identified by their uniforms. Police officers wear a navy polo with a monogrammed shield and officers' name with khaki pants. Security officers wear a light blue polo style shirt with a black stripe with a monogrammed logo and khaki pants.

Northwest Shoals Community College with Federal, State, and Local Law Enforcement Agencies

Northwest Shoals Community College works regularly with Muscle Shoals, Sheffield, Tuscumbia, and Phil Campbell Police Departments and Colbert and Franklin County Sheriff Offices to address issues as they arise on campus.

Reporting Criminal Actions or Other Emergencies

We encourage all victims to promptly and accurately report all crimes or emergencies to Campus Police/Security.

- If it is an emergency **CALL 911**
- Shoals Campus Police/Security Office: (256) 331-5415;
  Cell: 256-627-1526 (to talk directly with officer)
- Phil Campbell Campus Office: (256) 331-6304;
  Cell: (256) 417-4731 (to talk directly with officer)

When reporting crimes to Campus Security, please provide the following:

- Location
- Call Back Phone Number
- Type of Incident
- Information Relating to immediate dangers
- Descriptions of offender(s)

Non-Law Enforcement Campus Security Officials (CSO)

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

Shoals Campus	
Trent Randolph	256-331-5260
Dr. Amber McCown	256-331-8010
Phil Campbell Campus	
Shea Thomas	256-331-6252
Becky Wilson	256-331-6219

Please note that a CSO is not responsible for determining authoritatively whether a crime took place—that is the function of Campus Safety and/or law enforcement personnel. A CSO should not try to apprehend the alleged perpetrator of the crime. This is the responsibility of law enforcement. It is also not the responsibility of a CSO to try to convince a victim to contact law enforcement if the victim chooses not to do so.

Reporting Emergencies on Campus

It is the policy of Northwest Shoals Community College that any criminal act or threat of violence, injury, destruction of college or personal property, traffic accident or other situation that occurs on college property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state type of emergency; (c) state location of emergency; and (d) remain in the area until assistance arrives.

1. Reporting of Emergencies - On Campus

A. Medical Emergencies: In the case of major injury or serious illness,
(a) call the paramedics at 911;
(b) call Shoals Campus Police/Security 256-627-1526
(c) call Phil Campbell Campus Police/Security 256-417-4731

B. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,
(a) activate the fire alarm or otherwise notify occupants to vacate the building;
(b) call the fire department at 911;
(c) call Shoals Campus Police/Security 256-627-1526
(c) call Phil Campbell Campus Police/Security 256-417-4731

(d) call maintenance at Phil Campbell Campus 256-331-6231
(e) call maintenance at Shoals Campus 256-331-5280

C. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call Shoals Campus Police/Security 256-627-1526 or Phil Campbell Campus Police/Security 256-417-4731 or 911

D. Maintenance Emergencies: In case of maintenance emergencies, (a) call maintenance at Phil Campbell Campus 256-331-6231 or Shoals Campus 256-331-5280

Emergency Procedures

1. Criminal Acts

A. Northwest Shoals Community College has a police department. In case of emergencies, call Shoals Campus Police/Security 256-627-1526 or Phil Campbell Campus Police/Security 256-417-4731 or 911.

2. Medical Emergencies

A. Call 911 to summon emergency medical assistance.

3. Fire

A. Call 911 to report a fire.
B. Fire Extinguishers are located in common areas on all floors of campus buildings.

4. Emergency Procedures - Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building. During fire events, do not use elevators. In the event of a building evacuation, a rally point will be identified in the emergency evacuation warning.

5. Emergency Procedures - Tornado Warning

A. A Patriot Alert emergency notification will be sent when a tornado warning is issued by the National Weather Service.
B. All members of the campus community should take shelter in the lowest floor of the building, away from windows and doors.
C. When the tornado threat is over, the all-clear will be given and normal activities will resume.
D. Do not send people home during a tornado watch or warning.

Reporting Off-Campus Crimes and Other Emergencies

Victims and witnesses to criminal activity occurring off-campus should contact the appropriate agency for the jurisdiction:

- Muscle Shoals Police Department 256-383-6746
- Phil Campbell Police Department 205-993-5313
- Colbert County Sheriff's Department 256-383-0741
- Franklin County Sheriff's Department 256-332-8811
- Alabama Law Enforcement Agency 256-353-0631

Emergency Operation Training and Drills

General Emergency Information

Northwest Shoals Community College has a well-developed process for significant emergencies or dangerous situations involving an immediate threat to the health and safety of students, employees, and visitors. The process is detailed in the Northwest Shoals Community College Emergency Response Plan (ERP), which includes information about the College's operating status parameters; incident priorities; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The ERP is designed to take an all- hazards approach to both natural and human caused hazards. Divisions, departments, offices and individuals are encouraged regularly to familiarize themselves with information in this plan.

The College conducts emergency response exercises each year, which may include one or more activities, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Northwest Shoals staff have received training in the Incident Command System and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, Campus Security will be the first to respond. Additional resources from a variety of local, state and federal agencies will be requested as needed.

Emergency Response Exercises

Evacuation Drills - all buildings	Phil Campbell & Shoals Campuses	November 12, 2024	Campus notified before exercise was conducted
Active Shooter Table-Top Exercises	Phil Campbell & Shoals Campus	November 14, 2024	Campus notified before exercise was conducted
Active Shooter Lockdown Drill	Phil Campbell & Shoals Campus	November 20, 2024	Campus notified before exercise was conducted

Northwest Shoals Response to Crime

Victims of crime are encouraged to report offenses to the Campus Police/Security. All criminal incidents will be investigated by Campus Police.

Victims also have the option of filing a Code of Conduct violation if the alleged offender is a student. Code of Conduct violations may be filed in place of or in addition to criminal charges. Code of Conduct violations may be submitted to the following:

Name, Title	Campus	Phone Number
Trent Randolph , Director of Public Relations & Marketing	Shoals	256-331-5260
Shea Thomas, Administrator, Phil Campbell Campus	Phil Campbell	256-331-6252
Dr. Amber McCown, Assistant Dean of Students	Shoals	256-331-8010
Becky Wilson, Assistant Director, Admissions	Phil Campbell	256-331-6219

Code of Conduct Process for Students

Upon receipt of a code of conduct complaint, the Assistant Dean of Students may assign the case to an investigator to gather additional facts. If there is probable cause to believe that a violation of the Northwest Shoals Community College Code of Conduct has occurred, then the case will proceed to an informal adjudication stage. In this stage a resolution can occur when the terms of the agreement is deemed appropriate by the Dean of Students, is designed to eliminate the conduct at issue, prevent its recurrence and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the campus community. If the case cannot be settled with an informal adjudication, the case will move to the hearing stage. After a verdict is rendered from the hearing, the decision may be appealed to the President for review. The Presidents' decision is final.

For more information concerning Code of Conduct actions, see:
https://catalog.nwscc.edu/student-handbook/student-conduct

Complaint Process for Employees

In circumstances in which the offender is a school employee, victims may file a complaint with Human Resources in place of or in addition to criminal charges. These complaints may be submitted to:

Tia Stone, Human Resources Executive Director, 256-331-5279.

The victim of a crime who does not want to pursue action within the College's judicial system or the criminal justice system may still consider making a report to a Campus Security Authority (CSA). A student or employee can notify any CSA about a crime and they can file an internal report without revealing their identity.

The College cannot guarantee confidentiality; but does guarantee privacy. The purpose of a confidential report is to comply with the reporting individual's wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. Further options will be discussed with the reporting party. With such information, the college can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Crisis and Other Urgent Communications

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime has been reported and/or may be repeated--so that campus community members can protect themselves or their property. The Clery Act identifies specific crimes that require a timely warning notice to be issued. When crimes are reported to a CSA or the police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property immediately contiguous to the campus.

Timing, Content, and Decision Criteria for Issuing a Crime Alert:

- The Clery Act does not define what is *timely*. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of a criminal event and any continuing threats that are believed to exist.

- Clery Act regulations do not specify what should be included in a timely warning. However, the warning should include information that would promote actions to encourage security awareness.

- The issuance of a Crime Alert should be decided on a case-by-case basis in light of all of the facts surrounding a crime. These include factors such as the nature of the crime, a continuing danger to the community, and the possible risk of compromising law enforcement efforts to apprehend the suspect(s) if certain information is made public.

- Generally, the Alert should specify the type of reported crime, the time and location where the crime occurred, and specific advice to the community regarding steps to take to avoid becoming a victim of similar crimes.

The decision to issue a Crime Alert is made by the President or designee, at times after consulting with those involved. The Crime Alert may be issued by the Director of Public Relations and Marketing.

A **CRIME ALERT** may be disseminated campus-wide using a variety of methods that include official Northwest Shoals Community College e-mail, advisory posters placed at building entrances and inside locations frequented by members of the campus community, and via social media such as Facebook and Twitter. Sometimes an alert may be isolated to certain areas of the campus because the threat to the entire campus is negligible.

Emergency Notifications

If a potentially life-threatening emergency exists that necessitates an urgent notification to the campus community, such as a tornado warning or active shooter, the institution's Patriot Alert Emergency Notification System will be used. This message will be promulgated through text messages, and emails. The Patriot Alert Campus Notification System also integrates messages with Facebook and Twitter. The way an individual gets Patriot Alert Campus messages, is entirely their decision.

To register with the Patriot Alert Campus Emergency Notification System, visit
https://www.nwscc.edu/current-students/patriot-alert-request

Security of Personal Property

The college cannot be responsible for personal property, nor can the college assume responsibility for the protection of vehicles or their contents. Campus Security recommend that students conceal books, supplies, and other valuables in the trunks of their cars or keep valuables in their possession at all times. Items such as purses, handbags, book bags, and knapsacks should not be unattended.

Security of and Access to Campus Facilities

Northwest Shoals Community College is committed to providing a healthful, safe and secure environment for all members of the campus community. This commitment is evidenced by the College contracting armed, non-sworn security to work both campuses.

Campus facilities are locked and unlocked by Campus Security according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are:

Shoals Campus
7:00 a.m. - 10:00 p.m. Monday - Thursday
7:00 a.m. - 10:00 p.m. Friday
7:00 a.m. - 6:00 p.m. Saturday

Phil Campbell Campus
7:00 a.m. - 9:00 p.m. Monday - Thursday
7:00 a.m. - 4:00 p.m. Friday

(Buildings not scheduled for classes or a special event are closed.)

As a rule, no one should be in college buildings after normal operational hours. Campus Police/ Security have been instructed not to open buildings or allow people to remain in campus buildings after hours. Students, faculty, or staff who access to campus facilities outside of the hours scheduled above need must secure written authorization from the appropriate administrator.

Safety and Security Programs

Safety and Security programs will be provided when requested. To request a class, please contact Dr. Amber McCown at 256-331-8010. Types of classes include: Sexual Harassment and Rape Prevention (SHARP), Emergency Operation Response, Stop the Bleed, Don't be a Victim and other classes as requested.

Campus Crime Statistics Disclosure

Northwest Shoals Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at: https://www.nwscc.edu/about-nw-scc/college-departments/campus-security. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Victims or witnesses of crimes may report crimes confidentially for inclusion in the annual disclosure of crime statistics.

Monitoring Campus, Non-Campus and Public Property for Criminal Activity

The Campus Security Department maintains a list of all reports of crimes that occur on Northwest Shoals Community College property. Between January and July of each calendar year, letters of inquiry, emails, or in-person visits are sent or made to local police jurisdictions inquiring about specific Clery crimes associated with each address during those specific dates/times. If necessary, these letters are sent by certified mail, and their associated certification labels are included in the Campus Safety Office correspondence file. When these letters are answered, their contents are analyzed, and any crime deemed to be within the exact Clery geography of that location is added to the crime data for that year.

Daily Crime Log

Northwest Shoals Community College maintains a Daily Crime Log that records the date the incident was recorded, the type of incident, the general location of the incident and the disposition of the complaint. Security posts criminal incidents on the Crime Log within two business days of receiving a report of an incident. These records are available for public inspection at any Northwest Shoals Community College Security Office.

Campus Security is located in building 124 on the Shoals Campus and building 302 on the Phil Campbell Campus.

Definitions of crimes which must be defined by the Clery Act are:

Domestic Violence - Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

1. Current or former spouse, or intimate partner, of the victim
2. Person whom the victim shares a child with
3. A person who has or is cohabitating 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 in which the crime or violence occurred or
5. By any other person against an adult or youth victim who is protected from domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the complainant's statement, length of the relationship, type of relationship, and the frequency of interactions between the person(s) involved in the relationship. For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purpose of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

Sexual Assault - Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.

Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his / her age or temporary or permanent mental or physical incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Consent - Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

Stalking - Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

1. He or she intentionally and repeatedly harasses or repeatedly follows another person; and
2. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
3. The stalker either intends to frighten, intimidate, or harass the person; or knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.
4. If he or she attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed. That constitutes prima facie evidence that the stalker intends to intimidate or harass the person. “Contact” includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

Confidentiality

Northwest Shoals Community College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Anonymous reports to Campus Safety Authorities may be filed for statistical reporting purposes. A student’s privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, Northwest Shoals Community College reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to- know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus- wide “timely warning notification” as well as inclusion in the annual crime statistics.

Arrest Statistics Relating to Alcohol, Drugs and Weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the National Association of College and Universities Attorneys College Law Digest are:

- Liquor law violations: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

- Drug abuse violations: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

- Weapons possessions: violations 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.

Crime Statistics for Reporting Periods

Shoals Campus	On Campus			Non Campus			Public Property			Unfounded Cases
	2022	2023	2024	2022	2023	2024	2022	2023	2024	
Type of Clery Crime										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
VAWA Offenses										
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Arrest										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0

Phil Campbell Campus	On Campus			Non Campus			Public Property			Unfounded Cases
	2022	2023	2024	2022	2023	2024	2022	2023	2024	
Type of Clery Crime										
Murder / Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
VAWA Offenses										
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
Arrest										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor / Alcohol Law Violation	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0

Hate Crimes

Hate Crimes – Includes all of the crimes listed under reportable crimes that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson) – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The categories of Bias included in Hate Crime reporting include: **race, gender, gender identity, religion, sexual orientation, ethnic / national origin, and disability.**

Campus	Year	Offense	Number of Offenses	Bias

Notification to Victims of Crime of Violence

Northwest Shoals Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means:

a. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or

b. any other offense hat is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

c. The results of a disciplinary proceeding means – only the institutions final determination with respect to the alleged sex offense and any sanctions that is imposed against the accused.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information about sex offenders in Alabama can be found at: https://www.alea.gov/node/270

Sexual Offenses

Northwest Shoals Community College places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at Northwest Shoals Community College. Both college disciplinary procedures and criminal charges may be applied to sexual offenses.

1. Educational Programs

Education programs aimed at making the Northwest Shoals Community College campus community free from sex offenses are provided by school officials. These programs include but are not limited to:

A. Presentations at orientation.

B. Presentations made at the request of student organizations or individuals.

C. Brochures available in the offices of Campus Security and

D. Posters throughout the campus community to heighten awareness of sexual assault.

2. Sanctions

Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

Sexual Assault Elimination Act

Enacted in March 2013, the Campus Save Act is the most recent, and far reaching, in a long line of laws that protect students from sexual violence and harassment. The act requires students, faculty and staff to be trained in the appropriate response to sexual violence and harassment. These programs will include a discussion of what constitutes sexual harassment and sexual violence, the school's policies and disciplinary procedures, and the consequences of violating these policies.

Policy

Northwest Shoals Community College places a high priority on the safety of all students, employees and visitors. Any type of harassment, abuse, physical violence or intimidation is forbidden. Both college disciplinary procedures and criminal charges may be applied to these offenses.

Student Bill of Rights

1. Complainants have the right to assistance by all faculty and staff in reporting allegations of harassment, abuse, physical violence, sexual violence or intimidation.
2. Complainants have the right in choosing the manner in which the complaint is filed.
    a. The complainant may report the crime to law enforcement.
    b. The complainant may request a school disciplinary inquiry.
    c. The complainant may choose both options.
    d. The complainant may choose not to report the incident.
    e. The complainant may choose to make an anonymous complaint through the anonymous tip line at 856-7777.
3. Complainants have the right to confidentiality when reporting allegations of harassment, abuse, physical violence, sexual abuse or intimidation.
4. Complainants have the right to a thorough and professional investigation that protects the rights of both the accused and the accuser.
5. Complainants have the right to know that criminal sanctions include probation, fines, imprisonment or counseling.
6. Victims have the right to know that school disciplinary sanctions include probation, suspension, expulsion, counseling, termination of employment and ban from college property.
7. Complainants have the right to assistance in obtaining orders of protection, no contact orders and restraining orders by the Dean of Students concerning offenses that occur on campus, when requested and when probable cause exists.
8. Complainants have the right to know that there will not be a monetary charge for filling criminal or school disciplinary complaints.
9. Complainants have the right to a prompt, fair, and impartial investigation, conducted by properly trained individuals conducted by officials who receive annual training.

10. Accusers and accused have the right to simultaneous written notification of outcome at each stage in the process.

11. Accusers and the accused both have the right to appeal code of conduct decisions.

12. Complainants have the right to assistance with accommodations regarding academic and work scheduling when requested and reasonably available; whether or not the offense was reported to law enforcement. The location of the offense does not affect this right.

13. Northwest Shoals Community College will not allow any form of retaliation against a complainant for making an allegation of harassment, abuse, physical violence, or intimidation.

Instructions for Sexual Assault Victims

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper departments. The single most important thing a victim of rape or sexual assault can do is tell someone - the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose. The following are recommended procedures to follow:

A. Do not shower, wash or change your clothes.

B. Do not brush your teeth.

C. Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.

D. If the incident occurs on campus, contact the Campus Security at 256-331-5415 on the Shoals Campus or 256-331-6304 on the Phil Campbell Campus. If the incident occurs off campus, contact 911.

F. Seek medical attention immediately. Campus Security at 256-331-5415 on the Shoals Campus or 256-331-6304 on the Phil Campbell Campus can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.

G. Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Dean of Students Office at 256-331-5291.

H. **Resources for Sexual Assault Victims in Colbert and Franklin Counties**

Rape Response is available for victims of sexual abuse 24 hours a day, 7 days a week. Services provided by Rape Response include mental health counseling and evidence collection. Services are available to victims whether or not the victim decides to contact law enforcement. All services are free and confidential.

Phone number: 256-767-1100
Address: 103 E Tennessee St.
Florence, AL 35630

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. A bystander is defined as a "individual who observes or witnesses' conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." Northwest Shoals Community College want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do in the event we want to help. The link below provides useful information to help bystanders make informed decisions: https://www.nsvrc.org/bystander-intervention-online-learning-opportunities.

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling or being physically abusive toward another person and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

- Speak up when someone discusses plans to take sexual advantage of another person.

- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Risk Reduction

With no intent to victim blame and recognize that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org.

Protection from Abuse Orders

Northwest-Shoals Community College (NW-SCC) complies with Alabama law in recognizing protection from abuse orders. NW-SCC will assist the complainant with developing a Safe Action Plan upon request. The purpose of this plan is to reduce the risk of harm to the complaint while on campus or traveling to and from campus.

Protection from Abuse orders can be obtained from the following:

Colbert County Family Court
201 North Main Street
Tuscumbia, AL 35674
256-386-8511

Franklin County Family Court
410 North Jackson Avenue
PO Box 160
Russellville, AL 35653
256-332-8861

Drug and Alcohol-Free Campus

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Northwest Shoals Community College is designated as a drug and alcohol-free campus and will comply with all the provisions of Public Law 101-226:

1. Northwest Shoals Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in the academic or workplace setting is also prohibited. Northwest Shoals College employees, students and visitors are required to abide by all federal and state laws, local ordinances, and other related state and federal requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

2. Resources
The following is a list of drug, alcohol and mental health resources for students:

1. Colbert County

HOPE AFG
Address: 600 Geneva Ave.
Muscle Shoals, AL
Phone: 757-563-1600

Island Group
Address: 600 Geneva Ave
Muscle Shoals, AL
Phone: 256-386-0663

Mission Teens Restoration Ranch
Address: 722 Little Israel Rd,
Tuscumbia, AL 35674
Phone: 256-381-0930

New Vision Group
Address: 300 Vandiver Hollow Rd
Tuscumbia, AL
Phone: 256-386-0663

QUAD Cities
Address: 750 Michigan Ave
Muscle Shoals, AL
Phone: 256-386-0663

Shoals Treatment Center
Address: 3430 North Jackson Highway
Sheffield, AL
Phone: 256-383-6646

Survivors
Address: 780 Ford Rd (back door)
Muscle Shoals, AL
Phone: 256-386-0663

2. **Franklin County**

GFA De Russellville
Address: 110 Tuscaloosa Street, E.
Russellville, AL
Phone: 757-563-1600

Grupo Nuevo Amanecer
Address: 110 Tuscaloosa St E.
Russellville, AL
Phone: 256-386-0663

Russellville Dream Center
Address: 311 W. Lawrence.
Russellville, AL
Phone: 256-386-0663

Sunrise Lodge
Address: 1163 N Washington Ave,
Russellville, AL 35653
Phone: 334-218-1207

Students that need more information concerning drug, alcohol or mental health counseling may contact enrollment services at any campus.

Student Possession, Use and Sale of Alcoholic Beverages

Northwest Shoals Community College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, Northwest Shoals Community College complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. Northwest-Shoals Community College prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount.

Employee's that violate this policy are subject to the following disciplinary action upon completion of due process hearings:

- Probation
- Suspension from college
- Expulsion from college
- Criminal Prosecution
- Ban from college property
- Recognized Student Organizations

Employee Possession, Use of Alcohol and Drugs at Northwest-Shoals Community College

Northwest Shoals Community College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, Northwest Shoals complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. Northwest Shoals prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount.

Employee's that violate this policy are subject to the following disciplinary action upon completion of due process hearings:

- Probation
- Suspension
- Termination of employment
- Criminal Prosecution
- Ban from college property

Federal Drug Offenses and Penalties

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

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

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

a) first conviction and the amount of crack possessed exceeds five grams;
b) second crack conviction and the amount of crack possessed exceeds three grams; or
c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram (21 U.S.C. 844(a)).

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

FEDERAL TRAFFICKING PENALTIES FOR SCHEDULES I, II, III, IV, and V (EXCEPT MARIJUANA)				
Schedule	**Substance/Quantity**	**Penalty**	**Substance/Quantity**	**Penalty**
II	Cocaine 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	**First Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	Penalty
Any amount of other Schedule I & II substances	**First Offense**: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any drug product containing Gamma Hydroxybutyric Acid	
Flunitrazepam (Schedule IV) 1 Gram	
Any amount of other Schedule III drugs	**First Offense**: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense**: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any amount of all other Schedule IV drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount of all Schedule V drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

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

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

FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA, HASHISH AND HASHISH OIL, SCHEDULE I SUBSTANCES	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants Hashish More than 10 kilograms Hashish Oil More than 1 kilogram	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants Hashish 10 kilograms or less Hashish Oil 1 kilogram or less	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.

STATE OF ALABAMA DRUG OFFENSES AND PENALTIES

A list of Alabama statutes regarding controlled substances, marijuana and drug paraphernalia is incorporated below. Crimes involving controlled substances range from Class A to Class C felonies, punishable by substantial prison terms and/or fines, with enhanced penalties if controlled substances are sold to persons under 18 years of age or within a three-mile radius of campus boundaries of a college or school. Possession of marijuana for personal use is a Class A misdemeanor for the first offense, but elevated to a Class C felony for a second offense. Possessing drug paraphernalia is a Class C misdemeanor, but elevated to a more serious Class B felony if sold to a person under 18 years of age. The Department of Public Safety may suspend a driver's license for six months for persons convicted of a drug offense.

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

STATE OF ALABAMA CONTROLLED SUBSTANCES/MARIJUANA VIOLATIONS AND PENALTIES		
VIOLATION	**PENALTIES***	**AL CODE §**
CONTROLLED SUBSTANCES		
Trafficking: Knowingly sells, manufactures, delivers or brings into state cannabis (in any of its forms), cocaine, heroin, morphine, opium, methaqualone, hydro morphine, methylenedioxy amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD	*Class A Felony*. Imprisonment & fines dependent on amounts Prison: Ranges from 3 years to mandatory life in prison without parole. Fine: Ranges from $50,000 - $250,000	13A-12-231
Sale of controlled substance by person over 18 to person under 18	*Class A Felony*. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than $60,000	13A-12-215
Sale of controlled substance that is on the campus or within a 3-mile radius of campus boundaries of any public or private school, college, university or other educational institution or of public housing	*Class A Felony*. Prison: Add five years to penalty	13A-12-250 13A-12-270
Engages in a criminal enterprise, in connection with 5 or more persons, to *traffic* in illegal drugs	*Class A Felony*. Prison: 25 years to life w/o eligibility for parole; Fine: Not more than $500,000; 2nd offense: Prison: mandatory life Fine: $150,000 - $1,000,000	13A-12-233
Manufacturing controlled substance if 2 or more of following conditions are present: possession of firearm, use of booby trip, use of clandestine lab within 500 feet of a residence or school, the presence of someone under 17 years of age during the manufacturing process	*Class A Felony*. Not eligible for suspended sentence or probation Prison: 10-99 years or life Fine: Not more than $60,000	13A-12-218
Manufacture of a controlled substance	*Class B Felony*. Prison: 2-20 years Fine: Not more than $30,000	13A-12-217
Distribution of controlled substances (furnished, sold, given away, manufactured, delivered or distributed)	*Class B Felony*. Prison: 2-20 years Fine: Not more than $30,000	13A-12-211

Possession or receipt of controlled substances	*Class C Felony*. Prison: 1-10 years Fine: Not more than $15,000	13A-12-212
Person convicted of attempt, criminal solicitation & criminal conspiracy to commit controlled substance crime	Punishable the same as the crime itself	13A-12-202 (c); -203(c);-204(c)
MARIJUANA & DRUG PARAPHERNALIA		
Possession of marijuana in first degree (other than personal use or previously convicted of possession in second degree)	*Class C Felony*. Prison: 1-10 years Fine: Not more than $15,000	13A-12-213
Possession of marijuana in second degree (for personal use only)	*Class A Misdemeanor*. Jail: Not more than 1 year; Fine: Not more than $6,000	13A-12-214
Use, possession, delivery, or sale of drug paraphernalia	*Class B Felony* for *sale to one under 18* by one over 18. Prison: 2-20 years; Fine: Not more than $30,000 *Class C Felony* for *sale*. Prison: 1-10 years; Fine: Not more than $15,000 *Class C Misdemeanor* for *possession*. Jail: Not more than 3 months; Fine: Not more than $500	13A-12-260

STATE ALCOHOLIC BEVERAGE LAWS AND PENALTIES

Various Alabama statutes address alcohol-related laws and penalties. Most offenses expose an individual to 30 days to six months in jail and a fine no greater than $500. Penalties for DUI increase with the number of offenses, with the fourth DUI exposing a person to a felony charge, with imprisonment from 1-10 years and fine from $4,100 to $10,100. Significantly, the fourth DUI results in mandatory revocation of the person's driver's license for five years. Adults who authorize a party at a residence they control and allow the party to continue with persons under age 21 illegally possessing or consuming alcohol without taking reasonable action to prevent it expose themselves to a $3,000 fine and up to six months in jail. Finally, in addition to criminal penalties, civil monetary damages are available through the Alabama Civil Damages Act and/or Alabama Dram Shop Act if injuries are caused by a minor who has consumed alcohol.

HEALTH RISKS ASSOCIATED WITH USE OF CONTROLLED SUBSTANCES AND ABUSE OF ALCOHOL

Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability, and death in the U.S. and afflict millions of Americans. This number increases dramatically when one considers the harm done to the families of substance abusers as well as to those injured or killed by intoxicated drivers or in drug-related work accidents. Alcoholism can develop in anyone. It tends to appear first between the ages of 20 and 40 and to be more prevalent in persons with a family history of alcoholism.

ALCOHOL

Alcoholism is a disorder that has profound psychological, biological, and societal effects. Directly, it affects over 18 million people; indirectly, it affects another 56 million. It is usually characterized by one of three different patterns:

1. Regular daily intoxication;
2. Drinking large amounts of alcohol at specific times; or
3. Periods of sobriety interspersed with periods of heavy daily drinking.

Alcoholism is usually progressive, and physical dependence can develop; if this happens, serious, sometimes life-threatening symptoms can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease, automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible health changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or to aspiration of vomitus, or as the result of any automobile accident while driving intoxicated.

MARIJUANA (CANNABIS)

Though physiological consequences do depend on frequency, duration, and quantity of use, marijuana use has been linked to impairment of short-term memory, concentration, judgment, perception, and fine motor skills. Therefore, the use of this drug increases the risk of machinery or motor vehicle accident and injury for four to six hours after ingestion. Impairment of memory may last for three to six months, even if use of the drug is discontinued completely. The active chemical in marijuana (THC) remains stored in body fat cells long after ingestion. Marijuana use is associated with chronic anxiety, depression, and paranoid feelings. It can exacerbate or increase significantly underlying emotional problems. Frequent and/or ongoing use by children and adolescents may have long term developmental consequences resulting in lack of motivation, apathy, and difficulty managing current stresses and responsibilities, as well as making appropriate plans for the future. Pregnant women who use marijuana may be at a higher risk for giving birth to children with developmental or birth defects.

HALLUCINOGENS

This category includes drugs such as lysergic acid diethylamino (LSD, also known as "acid"), mescaline, psilocybin (also known as mushrooms) and peyote. These drugs cause delusions, hallucinations, and impaired perception of time and space. Phencyclidine (PCP, or "angel dust") and amphetamine variants known as "ecstasy" are included in this category, though they rarely cause hallucinations in the true sense. They are, however, potent drugs that have mind-altering effects and impair perception and cognition. Hallucinogens can produce a "bad trip" with anxiety, agitation, hallucinations, and paranoia leading to impulsive behavior. After a "bad trip" the person can be subject to "flashbacks," which are recurrences of the experiences of the "bad trip" without taking any more of the drug. Psychosis and impaired thinking may result after long-term use.

COCAINE

The use of cocaine, an illegal stimulant drug, has risen dramatically in the United States. Other names for this drug are code, C., lady, and snow. Cocaine is a white powder that is snorted, injected into veins, or smoked freebase or as "crack." Crack is a crystalline form of cocaine that is also known as "rock", from its small, white rock-like appearance. "Speed balls" are cocaine mixed with heroin, which is a particularly dangerous combination. Crack produces the most intense cocaine high; addiction can occur after using it only once or twice. Cocaine highs are characterized by feelings of extreme happiness and a sense of limitless power and energy.

However, the physical effects include high blood pressure and heart palpitations. A cocaine "crash" follows the high and includes symptoms of depression, dullness, great irritability, and paranoia. Serious medical complications occur with cocaine use, such as heart attacks (even in young people), seizures, and strokes due to high blood pressure. The psychological effects of cocaine use include violence, paranoia, and personality changes as well as symptoms such as depression, anxiety, and confusion. Pregnant women using cocaine have increased risk of miscarriages and still-births. Newborns addicted to cocaine are irritable, unresponsive, they are prone to have malformed kidneys and genitals, and to have heart attacks and strokes. Addiction to cocaine controls aspects of the user's life, impinges on the lives of those closest to the user, and occurs in people of all ages, classes, and educational levels.

AMPHETAMINES, METHAMPHETAMINE AND OTHER STIMULANTS

In addition to cocaine, a number of other drugs stimulate the nervous system and are very addictive. Most of them belong to the amphetamine family of drugs. Dexedrine (present in "diet" pills) may at times be prescribed by a physician, but its use as a legitimate medication is now infrequent. Street drugs of the amphetamine group include "ecstasy" and "ice." Ice is a smokable amphetamine compound that is very potent, and the effects are long-lasting and devastating. The health risks of these and other stimulants are similar to those of cocaine use.

NARCOTICS, INCLUDING HEROIN

Various medications are taken to relieve pain. Most non-prescription pain relievers (such as aspirin, Tylenol, Motrin, and Nuprin) are not considered addictive. However, there is a class of stronger pain relievers, available by prescription only, which are referred to as narcotics and most of which are opiates. Examples of these drugs include morphine, codeine, Tylenol No. 3, Darvon, Darvocet, Percocet, Percodan, Demerol, and certain prescription cough medicines. These drugs differ from non-prescription pain relievers in their potential for abuse and dependence. With close medical supervision, these drugs may be safely used in specific medical circumstances for a limited time. However, addiction may occur, and the person may not want to stop the drug even when the pain has stopped. Tolerance to the drug is shown by an increase in the amount of drug necessary to relieve pain. This becomes progressive and leads to the craving or need for larger and larger doses, without which the person becomes extremely uncomfortable and physically ill. The time may come when the person "needs" such a large dose of the drug that it is poisonous or lethal. Under these circumstances, coma, suffocation, and death may ensue. The malignant course of this problem is similar to that of addiction to heroin. Although heroin is not available by prescription, it is a narcotic which belongs to the same chemical family as the above drugs. The use of heroin is mainly by injection into a vein, which carries the additional medical dangers of contracting AIDS and hepatitis from unclean needles and syringes.

SEDATIVES AND TRANQUILIZERS

Barbiturates and benzodiazepines are two of the most commonly used classes of sedatives. Barbiturates (such Phenobarbital, Seconal, and Amytal) are highly addictive and can be fatal if taken in excess. Although they still have medical uses, they have largely been replaced by benzodiazepines, used for relief of anxiety and to promote sleep. Benzodiazepines include such drugs as Valium, Librium, Ativan, Xanax, Dalmane, Halcion, and Restoril. While safe and effective at moderate doses for short periods of time (weeks), all benzodiazepines have a potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently, benzodiazepines are abused by adults who become dependent on them because of

their anti-anxiety effects. Other tranquilizers which may be abused include methaqualone (Quaaludes), Doriden, and Equanil. Intoxication may result from benzodiazepine use and resembles alcoholic drunkenness. Drowsiness, slurred speech, unsteady gait, and lack of coordination are common signs. The effects of benzodiazepines (barbiturates and other sedatives) add to those of alcohol; taken together, they can lead to coma and even death. Withdrawal from benzodiazepines resembles alcohol withdrawal and is most apparent if the drugs are stopped abruptly. Withdrawal takes place within hours to days of stopping the drug. Once a person is addicted to benzodiazepines, a physician should supervise the plan for gradually stopping them, to minimize serious effects of withdrawal.

IMPACT OF SUBSTANCE ABUSE ON FAMILIES

Families are often gravely affected by a substance-abusing member. This can occur on many levels. As a very direct, physiological consequence, the infants of alcohol and cocaine-abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. In addition, abusers often affect the economic well-being of their families as their inability to hold down a job or, in some instances, their stealing from relatives, reduces the family's financial means and stability. In many cases substance abuse leads to violence at home. Substance abuse takes an emotional toll on the functioning of individual members and the family. Family members may actively deny the problem, may become symptomatic in an effort to deflect attention from the substance-abusing member, or may assume the abuser's responsibilities at home and even at work. On the other hand, very often the family's intervention with the user is an essential step in getting the abusing member to seek treatment. Support groups or family members, such as Al-Anon, Nar-Anon or COC-Anon, as well as family therapy can provide needed assistance to families as they confront the destructive effects of the user's addiction.

RECOGNIZING SIGNS AND SYMPTOMS OF ALCOHOL AND SUBSTANCE ABUSE

Everyone occasionally has days when they exhibit behavior not normally associated with an educational or work environment nor characteristic of himself or herself. Unusual behavior during times of stress can be understood and accepted. However, when unusual behavior is displayed on a gradually increasing scale accompanied by general decline in work habits over a period of time, it indicates that an individual needs professional help. Below are some of the more common signs or symptoms of unusual behavior.

ABSENTEEISM AND TARDINESS

- Arriving late and leaving early
- Absences before and after payday or holidays
- Sporadic but significant use of sick time
- Taking frequent breaks
- Unexplained absences
- Friday and Monday absences
- Absences due to accidents both on and off the work site

IMPAIRED JOB PERFORMANCE

- Increasing operating errors
- Lost time on the job
- "Putting things off"

- Irresponsibility in completing tasks
- Faulty decision making
- Increased accident rates
- Wasted materials or damaged equipment
- High performance that slowly declines over time
- Job performance that becomes focused on a specialized, repetitious activity (rather than the entire array of job duties)
- Irregular or non-existent office hours
- Sudden, extreme gaps in performance (missing a grant deadline, unexpected missing of final exams)

UNUSUAL INTERPERSONAL INTERACTIONS

- Sudden emotional outburst including anger, tears, laughter
- Mood swings, especially early or late in the work day
- Overreactions to criticism
- Blaming others for poor performance
- Making inappropriate statements
- Rambling or incoherent speech
- Isolation from co-workers or increasing social withdrawal

DECLINING PHYSICAL APPEARANCE (SUDDEN OR GRADUAL)

- Poor personal hygiene (e.g. body odor or dirty hair, nails, and skin)
- Less interest in dress and appearance (or a noticeable decline from previous meticulousness)
- Glazed or red eyes
- Slurred speech
- Poor coordination, staggering
- Tremors, poor eye-hand coordination
- Frequent gastrointestinal distress
- Deterioration of oral hygiene
- Legal problems, such as arrest for driving under the influence (DUI)
- Domestic situation, including children's drug use (children of alcoholics sometimes have drug abuse problems)
- Financial concerns, such as high debt load, bad loans, wages garnished, unusual spending patterns

Communication

To ensure all employees are aware of their critical roles in this, they receive a summary of the Alcohol- and Drug-Free Workplace policy, along with a link to the complete document, health risks, and legal implications during the annual notification of policies. Northwest Shoals Community College will make good faith efforts to have and maintain an alcohol and drug-free workplace.