



2019 Security and Fire Safety Report

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A Message from the ACOM Security Supervisor

The Security Services Department welcomes you to Alabama College of Osteopathic Medicine. It is our highest priority to maintain a safe learning and living environment for everyone on campus. In order to accomplish this, we as a community need to work together, stay informed, and maintain awareness. This report is intended to assist in meeting those ends by providing people in the ACOM community and beyond a better understanding as to what our office does. It also details other resources that are available both on- and off-campus, and it provides statistics regarding crime and fires that have occurred on or around campus.

As you will be able to see, we have an exceptionally safe campus. This is due to the great cooperation of the students, faculty and staff of ACOM, in conjunction with the support provided by local law enforcement and others in the community. Everyone works well together toward our goal of a safer campus.

Despite our best efforts, crimes may still happen. Safety and security is a shared responsibility, and we expect everyone to continue doing their part in keeping ACOM a safe and enjoyable learning environment.

If you have any questions or suggestions regarding this publication, please contact the Security Services Department at 334-944-4044.

Sincerely,

Ronnie Majors, Security Supervisor
ACOM Security Services Department

GUIDE TO THE ACOM ANNUAL SECURITY AND FIRE SAFETY REPORT

This report is intended to provide valuable information regarding procedures the College has developed in partnership with members of the community to maintain a safe campus environment. Sidebars contain contact information for various safety and law enforcement officials, crime and fire prevention tips, and other important information. To find out more about any policies or procedures referenced in this document, please contact the Office of Student Services at (334) 699-2262, or the Office of Security Services at (334) 944-4044.

PRINTED COPIES

If you would like to request a printed copy of this report, please contact the Office of Security Services at (334) 944-4044.

Introduction

Welcome. The Alabama College of Osteopathic Medicine is committed to providing a campus that is safe and conducive to the goals of education and research. Our security officials are continuously working to help you maintain your personal safety and to protect your property by providing physical and electronic security measures, offering crime prevention education, and engaging in emergency preparedness planning and training. By sharing the safety and security related information included in this report, we hope to reduce your chances of becoming a crime or accident victim. We believe that an informed community is a safer community.

Each year, the Alabama College of Osteopathic Medicine publishes to the College's website the Campus Security and Fire Safety Report. The Report includes the campus's crime and fire statistics and outlines ACOM security and fire safety policies and procedures. It is distributed on an annual basis to enrolled students and current employees via email and made available to prospective students and employees via the ACOM website. Please take the time to familiarize yourself with this report so you can become an informed member of our community and contribute to the College's efforts to create and maintain a safe environment in which we all can live, study, work, and play.

The Security Services Department

About Us

The ACOM Security Services Department is committed to the safety and well-being of the campus community. The Department is staffed and operational 24 hours a day, 7 days a week. Through our office on the first floor of the ACOM building, we coordinate campus patrols, monitor security cameras, arrange escort services to and from parking or housing areas, and address calls for assistance. We work closely with the Dothan Police Department, the Houston County Sheriff's Department, and other neighborhood partners to safeguard the campus.

Campus Safety Operations

The Department is staffed by approximately four full-time security representatives and one security supervisor who are hired and provided with professional training by the Southeast Alabama Medical Center's Security Services Department. Additional personnel may be requested from SAMC as needed. These representatives are not certified and do not have arrest authority. Their primary responsibilities include but are not limited to:

- ✓ providing general security services;
- ✓ maintaining crime and fire logs;
- ✓ conducting crime awareness and prevention programs;
- ✓ reporting and investigating alleged criminal incidents;
- ✓ monitoring security cameras;
- ✓ controlling access to the ACOM building;
- ✓ providing escort services to and from parking or housing areas;
- ✓ assisting with special events;
- ✓ responding to emergencies or requests for assistance;
- ✓ serving as a liaison to local law enforcement officials; and
- ✓ assisting students, employees, and visitors as needed.

Interagency Cooperation

ACOM's Security Services Department coordinates campus safety planning, training, and operations with local law enforcement agencies, the Southeast Alabama Medical Center Security Services Department, and security representatives from regional college campuses. This network of cooperation ensures that the campus is prepared to prevent and respond to potential threats to the safety of the campus community. In the event of an emergency or other situation requiring the assistance of law

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enforcement officials, the Department will contact the Dothan Police Department and/or the Houston County Sheriff's Office. There is no written memorandum of understanding between the Department and any outside law enforcement agency.

Jurisdiction

The Security Services Department's area of jurisdiction is limited to the property owned and operated by the Alabama College of Osteopathic Medicine. ACOM neither owns nor operates any off-campus student housing or off-campus student organization facilities. ACOM's security personnel have no responsibility for the security policies, procedures, or safety of off-campus locations.

Summerfield Square, the on-campus student housing community, is owned and operated by Corvias Campus Living, LLC, and does not fall under the jurisdiction of ACOM's security personnel. Corvias Campus Living, LLC is responsible for the operation, physical security, access control, and maintenance of the facility. However, under a cooperation agreement between ACOM and Corvias, the Security Services Department conducts certain basic security activities at Summerfield Square. These activities are limited to:

- ✓ conducting random drive-through patrols of the parking areas adjacent to the apartment buildings;
- ✓ providing, upon request, security escort service between ACOM and the apartment buildings; and
- ✓ monitoring outdoor security call boxes (Blue Light Phones).

Therefore, in case of a criminal, fire, or medical emergency at Summerfield Square, a person should request immediate assistance by dialing 911.

Physical Security and Access to Facilities

ACOM takes pride in maintaining a safe but open campus. To balance the benefits of an open campus with the safety needs of an institution, a variety of security measures have been implemented.

Security representatives occupy campus posts 24 hours a day, 7 days a week. Designated buildings require a valid ACOM ID for entry. Card readers, alarm monitoring systems, emergency call boxes (Blue Light Phones), and 24-hour recorded video cameras support our efforts by providing direct feeds to security officials.

The campus is closed to the general public. However, visitors are welcome and, as with all students and employees, are expected to obey all laws and institutional policies and procedures related to the use of ACOM facilities. All campus guests are required to sign in and obtain a visitor's badge at the ACOM security desk and must adhere to the Access Control Policy at all times.

ACOM is committed to providing a safe and secure campus through the maintenance of facilities in mitigating unsafe physical conditions. These departments also work to ensure that safety and security are accounted for during project planning and implementation. Security and Facilities Department personnel regularly patrol the campus and report malfunctioning lights, locks, call boxes, or other unsafe physical conditions to the appropriate parties for remediation. All members of the ACOM community are encouraged to report any malfunction or unsafe facilities condition to the Security or Facilities Departments.

The College has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is his or her responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. ACOM will continue to develop and implement security measures, but these measures cannot succeed without the support of faculty, staff, students, and visitors.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- ✓ publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- ✓ encourage members of the campus community to report the occurrence of criminal incidents;
- ✓ disclose in a public crime log "any crime that occurred on campus . . . or within the patrol jurisdiction of the campus security department and is reported to the campus security department";
- ✓ disclose in a public fire log a record of any fire that occurred in an on-campus student housing facility;

- ✓ provide “timely warning” notices of crimes that have occurred and pose an ongoing “threat to students and employees”;
- ✓ issue an “emergency notification” upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus; and
- ✓ disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain noncampus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”.

Note: This report makes every attempt to address the changes to the Jeane Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act) and the new requirements of the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-4).

Reporting Criminal Incidents or Concerning Behavior

Reporting Criminal Incidents

We strongly encourage all students, employees, and campus guests to make an immediate report of all crimes and public safety related conditions or incidents to the Security Services Department and the Dothan Police Department. The act of making a report does not obligate a person to pursue legal action. Your report will, however, assist security and law enforcement officials in preventing future incidents and help to keep the campus community informed about potential criminal activity.

To report a non-emergency security or public safety related matter, call the ACOM Security Services Department at (334) 944-4044, or make a report in person at the Security Desk in the ACOM Building. In the case of an emergency, dial 911 or contact Security Services.

The College has positioned emergency two-way call boxes (Blue Light Phones) around campus buildings and parking areas for use during emergencies. By pressing the red button on a station, the user is immediately connected with a Security Services representative.

Victims or witnesses may also report incidents of crime to any ACOM representative identified as a Campus Security Authority (CSA), who is then responsible for promptly

CAMPUS SECURITY AUTHORITIES (CSAs)

Information about crimes may be reported to certain College officials referred to in the Clery Act as “Campus Security Authorities” (CSAs). At ACOM, the following officials are designated as CSAs:

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ACOM Security Supervisor
Phone: (334) 944-4044
Email: security@acom.edu

Phillip Reynolds, PhD
Associate Dean of Students
Phone: (334) 699-2266
Email: security@acom.edu

John Abraham
Information Systems Manager
Phone: (334) 944-4007
Email: security@acom.edu

Ashley Nelson
Title IX Coordinator
Phone: (334) 305-1009
Email: anelson@acom.edu

<p>REPORTING OFF CAMPUS CRIMES AND OTHER EMERGENCIES</p> <p>Victims or witnesses to criminal activity or emergency situations occurring off campus should contact the law enforcement agency with jurisdiction.</p> <ul style="list-style-type: none"> ✓ All Emergencies: 911 ✓ Dothan Police Dept.: (334) 615-3000 ✓ Houston Co. Sheriff: (334) 677-4888 ✓ AL State Troopers: (334) 983-4587 <p>The Security Services Department is available to provide assistance with notifying these or other law enforcement agencies.</p> <p>CRIMESTOPPERS</p> <p>If you are uncomfortable making a formal criminal report but would like to help ensure the safety of the campus community, we encourage you to report the incident anonymously by calling Crime Stoppers at (334) 793-7000.</p>	<p>notifying the Security Services Department of the reported incident. CSAs may obtain a copy of the Crime Incident Report from the Security Desk or by calling (334) 944-4044.</p> <p>To request assistance or report a crime that has occurred at an off-campus location, a person should dial 911 and/or contact the law enforcement agency with jurisdiction for that area.</p> <p>Confidential Reporting</p> <p>Victims or witnesses wishing to make voluntary reports of criminal activity in confidence may do so by requesting that the agency or person to whom a report is made maintain confidentiality with regard to the identity of the individual making the report. Reports of this nature will be honored to the extent permitted by state law, criminal investigatory requirements, and college judicial processes. These confidential reports, if involving a Clery-reportable offense, are counted and disclosed in the crime statistics for the College, but, as with all other crimes included in the Annual Security and Fire Safety Report, no personally identifiable information is included.</p> <p>Confidential Reporting to Pastoral and/or Professional Counselors</p> <p>Under the Clery Act, campus pastoral or professional counselors, <u>when acting as such</u>, are not considered to be campus security authorities and are exempt from the Act's criminal reporting requirements. The exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes. However, there may be situations in which counselors are in fact under a legal obligation to report a crime.</p> <p>ACOM encourages its counselors, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. All verified and unverified confidential reports of sexual offenses that meet the reporting criteria as determined by ACOM staff are included in ACOM campus crime statistics (see Preventing and Responding to Sexual Assault for more information about ACOM policies and procedures concerning sexual offenses).</p> <p>Reporting Concerning Behavior</p> <p>ACOM has established a behavioral intervention protocol to provide a mechanism by which violence, threats of violence, and behaviors that are disruptive to institutional activities may be reported, evaluated and addressed.</p> <p>Report emergency situations involving behavior that appears to pose a clear and immediate threat of violence or self-harm immediately by dialing 911. For situations</p>
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where there does not appear to be an immediate risk, refer to the following as applicable:

- ✓ Reports of concerning student behavior should be made to the Associate Dean of Students by calling (334) 699-2266.
- ✓ Reports of concerning faculty member behavior should be made to the appropriate Academic Dean.

Responding to Reports or Emergencies

Investigations

The Security Services Department investigates all reports of crimes, including confidential (where the reporting parties' names are known but not released) reports. Upon investigation, if there is reason to believe that a criminal act may have occurred, Security Services will refer the matter to local law enforcement officials. Information from crime reports is analyzed to identify emerging crime trends and allocate resources more efficiently.

Daily Crime Log

The Security Services Department maintains a daily crime log at their office located within the ACOM Building. The log contains the time, date, and location of each criminal incident and alleged criminal incident that is reported to Security Services. A new entry or addition to an existing entry will be entered into the crime log within two business days from the date that the report is received unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The log is available for public inspection during business hours.

Timely Warnings

The Security Services Department will issue a "timely warning" for any serious incident that constitutes an ongoing or continuing threat to the ACOM community when there are enough details known about the crime to provide useful information to the community. Timely Warnings are designed to promote a heightened sense of awareness among members of the campus community in order to prevent criminal or emergency situations from occurring. Depending on the circumstances, one or more of the following methods may be used to distribute a notice:

- ✓ hard-copy notices;
- ✓ campus-wide emails;
- ✓ text messages;

DAILY CRIME LOG

If you would like to request a printed copy of the Daily Crime Log, please contact the Office of Security Services at (334) 944-4044. Requests may be made Monday – Friday, from 8:30 AM until 4:30 PM.

- ✓ activation of the campus alarm system;
- ✓ postings to the ACOM website;
- ✓ social media;
- ✓ press releases;
- ✓ messages on electronic signage; and/or
- ✓ voice messages over various public address systems.

Emergency Notifications

An emergency notification is an urgent communication regarding a significant emergency or dangerous situation that may compromise the health and safety of members of the campus community. Typically, an emergency notification is provided without delay upon confirmation of an imminent or impending threat and empowers the recipient to take appropriate action to minimize injury or loss of life.

Procedures for Issuing an Emergency Notification

The Security Services Department will respond to all reports of emergencies or dangerous situations on campus. Upon confirmation by Department representatives of an emergency or dangerous situation involving an imminent threat to the health or safety of students or employees, Security Services officials will request and coordinate the response of additional resources, where necessary, and notify the Office of the Dean. The Dean or a designated representative will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of Security Services or law enforcement officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Determining the Appropriate Segment of the Community

The Dean or a designated representative, assisted by Security Services, will determine the appropriate segment or segments of the campus and larger community to receive the notification. There will be a continuing assessment of the situation, and additional segments of the campus community may be notified if a situation warrants such action. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole.

Determining the Content of the Message

The Dean or a designated representative, assisted by Security Services, will determine the appropriate content of the emergency notification. To expedite the notification process, Security Services has approved prescript messages for possible campus

emergencies. Should an unexpected emergency occur, an appropriate message will be immediately drafted and disseminated. There will be a continuing assessment of the situation, and additional information may be disseminated if a situation warrants such action.

Initiating the Notification System

The Dean or a designated representative, assisted by Security Services, will initiate the notification system by contacting first responders and simultaneously issuing the emergency notification using one or more of the method(s) for distribution listed above (see Timely Warnings).

After the initial emergency notification, continued or updated crisis communications will take place on ACOM's website, www.acom.edu, social media, and through the local media (radio, television, etc.). Students, faculty, and staff are directed to monitor the website and local media for updated crisis information. This will also enable the larger community to receive emergency information as appropriate. Once the incident has concluded, ACOM will disseminate an "All Clear" notification with information regarding the resolution of the emergency.

Emergency Preparedness

Emergency Management Operations Team

The Security Services Department coordinates ACOM's Emergency Management Operations Team (EMOT). This group is comprised of Security Services officials and representatives from various departments within the College who possess knowledge, skills, and/or experience that enhances ACOM's ability to prepare for emergencies. The Team meets regularly to develop and practice the implementation of emergency plans through regularly scheduled tests.

Testing

The Clery Act defines tests as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. A drill is defined as an activity that tests a single procedural operation. An exercise is a test involving coordination of efforts. A follow-through activity is an activity designed to review the test.

Not less than once per year, ACOM will conduct a test of the College's emergency response and evacuation procedures. Tests will be scheduled and may be announced or unannounced. They will involve a coordination of efforts by personnel from the College and various outside agencies. At the conclusion of each test, the EMOT will

DID YOU KNOW?

Emergency procedure posters have been placed in classrooms to indicate guidelines to follow during emergency incidents that may occur on campus. Some incidents may require you to take shelter in place, while others may require evacuation from the facility.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At ACOM, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of the exits and the sound of the alarm. In addition to educating the occupants of each building about emergency evacuation procedures, the process also provides the college an opportunity to test the operation of the fire alarm systems components.

CRIME PREVENTION RESOURCES

National Crime Prevention Council
www.ncpc.org

Federal Bureau of Investigation
www.fbi.gov

document and evaluate the effectiveness of the College's plans and actions. Documentation for each test will include the following: a written description, the date, the start and end time, and whether the test was announced or unannounced.

Emergency Response and Evacuation Procedures

ACOM's emergency response and evacuation procedures are posted throughout campus. In addition, these procedures will be publicized in conjunction with at least one test per year; publication will occur via email, text, press release, or another appropriate means of dissemination.

Crime Prevention Education

Tips for Preventing Crime

With the exercise of due caution, students and employees can reduce their chances of becoming a victim of crime. The College's 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 grounds are lighted, it is always prudent for students to be accompanied by a friend to their residence or vehicle on campus late at night. Apartment entrance doors should be locked at all times. Bedroom doors in shared apartments should be locked at night and when the room is unoccupied. 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 should be secured with a sturdy lock. Students with cars should park them in the authorized parking areas and should keep them locked at all times. Valuable items like backpacks, books, and sporting equipment should be locked in the trunk.

Programs to Enhance Safety and Prevent Crime

Crime Prevention Seminars/Presentations

These interactive presentations on personal safety and the safeguarding of property are presented to campus organizations and College groups throughout the year. They are given during student and employee orientation periods and to any group upon

request. They provide vital information on how to reduce the likelihood of being a crime victim. Examples include:

- ✓ **Safety on Campus** - Learn basic crime prevention tips, how to find and utilize security/safety resources, and what steps to take if you have been the victim of a crime.
- ✓ **Awareness and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking** – Dating violence, domestic violence, sexual assault, stalking, and other forms of misconduct occur far too frequently on our country's college campuses. Join us to learn more about these alarming statistics and what you can do to increase awareness and help yourself and others to avoid becoming a victim.
- ✓ **Title IX Training for Faculty and Staff** – Learn about Title IX requirements and why it is important to be aware of and take active steps to prevent prohibited offenses included sex discrimination, sexual harassment, domestic violence, dating violence, and stalking. Provided to new and continuing faculty and staff on an annual basis.
- ✓ **Teaching ACOM Students: Boundary Considerations** (Preceptor Training and Faculty Workshops) – Provided to new and continuing preceptors throughout the year.
- ✓ **Bystander Training** - Learn that the biggest and most consistent impacts of bystander training are on attitudes, including confidence as a bystander, intent to take action, and perceived benefits of action. Material covered in the training will result in decreases in belief in rape myths and increases in knowledge.
- ✓ **Drug and Alcohol Abuse Prevention** – Learn about the damaging effects of drug and alcohol abuse and ways to avoid or get help with addiction.
- ✓ **Active Shooter Response** – Learn to recognize and manage aggressive behavior in individuals and intervention strategies with local law enforcement agencies.
- ✓ **Educational Components of the Osteopathic Curriculum** – The Osteopathic curriculum at ACOM includes integrated programming intended to end dating violence, domestic violence, sexual assault, and stalking. Topics covered include but are not limited to the following: sexual issues and domestic violence, domestic abuse, pediatric sexual violence, and substance abuse.

Literature

Throughout the year, the Security Services Department offers literature on crime prevention and campus security procedures and practices. Safety and security information and training are continuously provided to students, staff, and faculty through bulletins, crime alerts, periodic newsletters, and the distribution of the Annual Security and Fire Report.

Operation Safe Escort

Upon request, the Safety and Security will provide a security escort to and from the student housing area located at Summerfield Square, vehicles parked in or adjacent to ACOM's designated parking areas, and other on-campus locations.

Operation ID

Protect your property in a way that helps ensure its return by participating in Operation ID. Please contact the Security Services Department to make an appointment to have your property engraved with a personal identifier (i.e. license number, serial number, name, etc.). This is ideal for those who bring computers, iPod's, smart phones, etc., to campus. As an additional service, you can complete an owner's identification form and keep it on file in the Security Services Office.

Emergency Call Boxes

The College has emergency two-way call boxes (Blue Light Phones) around campus buildings and parking areas for use during emergencies. By pressing the red button on a station, a blue strobe light is activated, and the user is immediately connected by phone to a Security Services representative. Each station is monitored by security cameras, and video is relayed to the Security Services Desk.

These are just a few of the programs the Security Services Department offers to the ACOM community. Other programs can be developed per your request (i.e. drug recognition, workplace violence, safety at home, etc.). Please contact Security Services at (334) 944-4044 to schedule a class or request more information about any of these programs.

Missing Students

Reporting a Missing Student

The term "missing student" is defined as any ACOM student residing in an on-campus student housing facility who has been missing from campus for 24 hours. Reports of

REPORT A MISSING STUDENT

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Email: security@acom.edu

Dothan Police Dept.: (334) 615-3000

DID YOU KNOW?

Students may designate an emergency contact person by visiting the Security Services Desk in the ACOM Building.

missing students should be submitted to the ACOM Security Supervisor or to the Associate Dean of Student Services. Any ACOM employee who receives a report of a missing student must immediately notify the Security Services Department. Whenever an ACOM student is believed missing, the College will initiate steps to locate him or her or to determine why the student has not been seen.

All students have the option of identifying a contact person or persons whom the College will notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the Security Services Department or a local law enforcement agency. The contact information will be confidential and accessible only to authorized campus officials. It may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In the case of a student who is under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The Security Services Department will notify the local law enforcement agency within 24 hours of the determination that a student is missing. If the police determine that the student should be classified as a missing person, they will initiate their own investigation. The College will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules, and any other information relevant to the search for the missing student.

Missing Student Contact Procedures

When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the Security Services Department will, within 24 hours,;

- ✓ notify the contact person if the student has designated one;
- ✓ notify the student's custodial parent or guardian and/or any other designated contact person if the student is under 18 years of age and is not emancipated, and;
- ✓ notify a local law enforcement agency that has jurisdiction in the area that the student is missing.

Sexual Assault, Domestic & Dating Violence, and Stalking

Prohibited Conduct

ACOM prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act.

Definitions

Federal and state laws, regulations, and College policies each provide definitions for sexual assault, dating violence, domestic violence, and stalking (collectively "Prohibited Sexual Conduct"). Sometimes these definitions differ from one another. The definitions prescribed by the Clery Act, a federal law, are used by all institutions in the United States to classify and report crimes under the Clery Act and may be found in Appendix C on pages 61-62. Definitions according to Alabama Statute are provided below for educational and awareness purposes.

The College will continue to evaluate Prohibited Sexual Conduct policies and associated definitions. The policy references and definitions herein are accurate at the time of release and subject to revision.

General Definitions According to Alabama Statute

Lack of consent (AL Code § 13A-6-70 (2016)):

- (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.
- (c) A person is deemed incapable of consent if he is:
 - 1) Less than 16 years old; or
 - 2) Mentally defective; or
 - 3) Mentally incapacitated; or
 - 4) Physically helpless.

Forcible compulsion (AL Code § 13A-6-60 (2016)): Physical force that overcomes earnest resistance or a threat, express or implied, that places a person in fear of immediate death or serious physical injury to himself or another person.

Mentally defective (AL Code § 13A-6-60 (2016)): Such term means that a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct.

Mentally incapacitated (AL Code § 13A-6-60 (2016)): Such term means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other incapacitating act committed upon him without his consent.

Physically helpless (AL Code § 13A-6-60 (2016)): Such term means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

Sexual Intercourse (AL Code § 13A-6-70 (2016)): Such term has its ordinary meaning and occurs upon any penetration, however slight; emission is not required.

Deviate Sexual Intercourse (AL Code § 13A-6-70 (2016)): Any act of sexual gratification between persons not married to each other involving the sex organs of one person and the mouth or anus of another.

Sexual Contact (AL Code § 13A-6-70 (2016)): Any touching of the sexual or other intimate parts of a person not married to the actor, done for the purpose of gratifying the sexual desire of either party.

Sexual Offenses According to Alabama Statute

Rape in the first degree (AL Code § 13A-6-61 (2016)):

- (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 (AL Code § 13A-6-62 (2016)):

- (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 (AL Code § 13A-6-63 (2016)):

- (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 (AL Code § 13A-6-64 (2016)):

- (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.

Sexual misconduct (AL Code § 13A-6-65 (2016)):

- (a) A person commits the crime of sexual misconduct if:
 - 1) Being a male, he engages in sexual intercourse with a female without her consent, under circumstances other than those covered by Sections 13A-6-61 and 13A-6-62; or with her consent where consent was obtained by the use of any fraud or artifice; or
 - 2) Being a female, she engages in sexual intercourse with a male without his consent; or
 - 3) He or she engages in deviate sexual intercourse with another person under circumstances other than those covered by Sections 13A-6-63 and 13A-6-64. Consent is no defense to a prosecution under this subdivision.
- (b) Sexual misconduct is a Class A misdemeanor.

Sexual torture (AL Code § 13A-6-65.1 (2016)):

- (a) A person commits the crime of sexual torture:
 - 1) By penetrating the vagina or anus or mouth of another person with an inanimate object by forcible compulsion with the intent to sexually torture or to sexually abuse.
 - 2) By penetrating the vagina or anus or mouth of a person who is incapable of consent by reason of physical helplessness or mental incapacity with an inanimate object, with the intent to sexually torture or to sexually abuse.
 - 3) By penetrating the vagina or anus or mouth of a person who is less than 12 years old with an inanimate object, by a person who is 16 years old or older with the intent to sexually torture or to sexually abuse.
- (b) The crime of sexual torture is a Class A felony.

Sexual abuse in the first degree (AL Code § 13A-6-66 (2016)):

- (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 (AL Code § 13A-6-67 (2016)):

- (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.

Domestic Violence Offenses According to Alabama Statute

Domestic Violence in the first degree (AL Code § 13A-6-130 (2016)):

- (a) A person commits the crime of domestic violence in the second degree if the person commits the crime of assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section 13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is 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 relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the second degree is a Class B felony, except the defendant shall serve a minimum term of imprisonment of six months without consideration of probation, parole, good time credits, or any reduction in time for any second or subsequent conviction under this subsection.
- (b) The minimum term of imprisonment imposed under subsection (a) shall be double without consideration of probation, parole, good time credits, or any reduction in time if a defendant willfully violates a protection order issued by a court of competent jurisdiction and in the process of violating the order commits domestic violence in the first degree.

Domestic Violence in the second degree (AL Code § 13A-6-131 (2016)):

- (a) A person commits the crime of domestic violence in the second degree if the person commits the crime of sexual assault in the second degree pursuant to Section 13A-6-21; the crime of intimidating a witness pursuant to Section

	<p>13A-10-123; the crime of stalking pursuant to Section 13A-6-90; the crime of burglary in the second or third degree pursuant to Sections 13A-7-6 and 13A-7-7; or the crime of criminal mischief in the first degree pursuant to Section 13A-7-21 and the victim is 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. Domestic violence in the second degree is a Class B felony, except the defendant shall serve a minimum term of imprisonment of six months without consideration of probation, parole, good time credits, or any reduction in time for any second or subsequent conviction under this subsection.</p> <p>(b) The minimum term of imprisonment imposed under subsection (a) shall be double without consideration of probation, parole, good time credits, or any reduction in time if a defendant willfully violates a protection order issued by a court of competent jurisdiction and in the process of violating the order commits domestic violence in the second degree.</p> <p>Domestic Violence in the third degree (AL Code § 13A-6-132 (2016)):</p> <p>(a) A person commits domestic violence in the third degree if the person commits the crime of assault in the third degree pursuant to Section 13A-6-22; the crime of menacing pursuant to Section 13A-6-23; the crime of reckless endangerment pursuant to Section 13A-6-24; the crime of criminal coercion pursuant to Section 13A-6-25; the crime of harassment pursuant to subsection (a) of Section 13A-11-8; the crime of criminal surveillance pursuant to Section 13A-11-32; the crime of harassing communications pursuant to subsection (b) of Section 13A-11-8; the crime of criminal trespass in the third degree pursuant to Section 13A-7-4; the crime of criminal mischief in the second or third degree pursuant to Sections 13A-7-22 and 13A-7-23; or the crime of arson in the third degree pursuant to Section 13A-7-43; and the victim is 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 relationship, as defined in Section 13A-6-139.1, with the defendant. Domestic violence in the third degree is a Class A misdemeanor.</p> <p>(b) The minimum term of imprisonment imposed under subsection (a) shall be 30 days without consideration of reduction in time if a defendant willfully violates a protection order issued by a court of competent jurisdiction and in the process of violating the order commits domestic violence in the third degree.</p> <p>(c) A second conviction under subsection (a) is a Class A misdemeanor, except the defendant shall serve a minimum term of imprisonment of 10 days in a city or county jail or detention facility without consideration for any reduction in time.</p> <p>(d) A third or subsequent conviction under subsection (a) is a Class C felony.</p> <p>(e) For purposes of determining second, third, or subsequent number of convictions, convictions in municipal court shall be included.</p> <p>Domestic Violence by strangulation or suffocation (AL Code § 13A-6-138 (2016)):</p>
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- (a) For the purposes of this section, the following terms have the following meanings:
 - 1) **STRANGULATION.** Intentionally causing asphyxia by closure or compression of the blood vessels or air passages of the neck as a result of external pressure on the neck.
 - 2) **SUFFOCATION.** Intentionally causing asphyxia by depriving a person of air or by preventing a person from breathing through the inhalation of toxic gases or by blocking or obstructing the airway of a person, by any means other than by strangulation.
- (b) A person commits the crime of domestic violence by strangulation or suffocation if he or she commits an assault with intent to cause physical harm or commits the crime of menacing pursuant to Section 13A-6-23, by strangulation or suffocation or attempted strangulation or suffocation against a victim, as the term is defined in Section 13A-6-139.1.
- (c) Domestic violence by strangulation or suffocation is a Class B felony punishable as provided by law.

Dating Violence Offenses According to Alabama Statute

According to Alabama statute, dating violence is considered domestic violence and is covered under the domestic violence definitions above. Since the Clery Act definition of domestic violence includes acts of violence committed by any person protected from that person's acts under the domestic or family violence laws of the jurisdiction, and dating violence is covered under Alabama domestic violence definitions, all reports that meet the Clery definition of dating violence are counted as domestic violence in the crime statistics in this report.

Stalking Offenses According to Alabama Statute

Definitions (AL Code § 13A-6-92 (2016)):

Course of conduct: A pattern of conduct composed of a series of acts over a period of time which evidences a continuity of purpose.

Credible threat: A threat, expressed or implied, made with the intent and the apparent ability to carry out the threat so as to cause the person who is the target of the threat to fear for his or her safety or the safety of a family member and to cause reasonable mental anxiety, anguish, or fear.

Harasses: Engages in an intentional course of conduct directed at a specified person which alarms or annoys that person, or interferes with the freedom of movement of that person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress. Constitutionally protected conduct is not included within the definition of this term.

Stalking in the first degree (AL Code § 13A-6-90 (2016)):

	<p>(a) A person who 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 is guilty of the crime of stalking in the first degree.</p> <p>(b) The crime of stalking in the first degree is a Class C felony.</p> <p>Stalking in the second degree (AL Code § 13A-6-90.1 (2016)):</p> <p>(a) 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 is guilty of the crime of stalking in the second degree.</p> <p>(b) The crime of stalking in the second degree is a Class B misdemeanor.</p> <p>Aggravated stalking in the first degree (AL Code § 13A-6-91 (2016)):</p> <p>(a) A person who violates the provisions of Section 13A-6-90(a) and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the first degree.</p> <p>(b) The crime of aggravated stalking in the first degree is a Class B felony.</p> <p>Aggravated stalking in the second degree (AL Code § 13A-6-91.1 (2016)):</p> <p>(a) A person who violates the provisions of Section 13A-6-90.1 and whose conduct in doing so also violates any court order or injunction is guilty of the crime of aggravated stalking in the second degree.</p> <p>(b) The crime of aggravated stalking in the second degree is a Class C felony.</p>
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BYSTANDER-FOCUSED PREVENTION OF SEXUAL VIOLENCE

Research on the causes of sexual violence and evaluation of prevention efforts indicates that bystanders are a key piece of prevention work.

COMMON COMPONENTS OF BYSTANDER INTERVENTION

- ✓ Awareness
- ✓ Sense of Responsibility
- ✓ Perception of norms
- ✓ Weighing pros and cons
- ✓ Confidence
- ✓ Building Skills
- ✓ Context

Educational Programs and Campaigns

Education Overview

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking that:

- ✓ Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- ✓ Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- ✓ Identify sexual assault, domestic violence, dating violence, and stalking as prohibited conduct;
- ✓ Define what behavior constitutes sexual assault, domestic violence, dating violence, and stalking using definitions provided both by the Department of Education as well as state law;
- ✓ Define what behavior and actions constitute a lack of consent to sexual activity in the state of Alabama;
- ✓ Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- ✓ Include information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- ✓ Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.

How to be an Active Bystander

ACOM does not tolerate power-based personal violence, and everyone has a role in preventing it. Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the events that could lead to violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of

violence without causing further harm. Bystanders may not always know what to do even when they want to help. Below is a list of some ways to be an active bystander. For further information regarding bystander intervention, contact Security Services at (334) 944-4044.

- ✓ If you or someone else is in immediate danger, dial 911. This may include when a person is being physically abusive towards another, or the conflict seems to be escalating, 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 okay.
- ✓ 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.
- ✓ Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to blame victims and recognizing 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) :

- ✓ 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.
- ✓ Try to avoid isolated areas. It is more difficult to get help if no one is around.
- ✓ Walk with purpose. Even if you don't know where you are going, act like you do.
- ✓ Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- ✓ Make sure your cell phone is with you and charged and that you have cab money.
- ✓ Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- ✓ Avoid using ear buds or headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- ✓ 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.
- ✓ Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, notify police at 911 (emergencies or crimes in progress), 334-615-3000 (non-emergencies).
- ✓ 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.
- ✓ 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 punch bowls or other large, common open containers.

- ✓ Watch out for your friends. If a friend seems out of it, is way 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.
- ✓ If you suspect you or a friend has been drugged, contact law enforcement by dialing 911. Be explicit with doctors so they can give you the correct tests. (You will need a urine test and possibly other tests as soon as possible after the suspected consumption of the drug to get the most accurate results.)
- ✓ If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - 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.
 - Have a code word with your friends or family so you can let them know you are in an uncomfortable situation without alerting the person who is making you uncomfortable. 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.
- ✓ Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- ✓ 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.
- ✓ 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 okay.
- ✓ 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.
- ✓ Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

For more information, see **Crime Prevention Education** above.

Procedures for Victims

ACOM has procedures in place for providing individuals with written notification about their right to file or choose not to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance referrals, visa and

<p>DOTHAN AREA HOSPITALS</p> <p>Southeast Alabama Medical Center 1108 Ross Clark Circle Dothan, AL 36301 (334) 793-8111</p> <p>Flowers Hospital 4370 West Main Street Dothan, AL 36305 (334) 793-5000</p> <p>REPORT AN OFFENSE</p> <p>Ronnie Majors ACOM Security Supervisor Phone: (334) 944-4044 Email: security@acom.edu</p> <p>Phillip Reynolds, PhD Associate Dean of Students Phone: (334) 699-2266 Email: security@acom.edu</p> <p>Ashley Nelson Title IX Coordinator Phone: (334) 305-1009 Email: anelson@acom.edu</p> <p>Dothan Police Dept.: (334) 615-3000</p>	<p>immigration assistance, student financial aid, and other services on and/or off campus; and additional remedies to prevent contact between a complainant and an accused party, such as no-contact directives, or housing, academic, transportation, and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator at 334-305-1015 for assistance with accommodations requests.</p> <p>Persons who have been the victim of domestic violence, dating violence, sexual assault, and/or stalking are strongly encouraged to take the following steps:</p> <ol style="list-style-type: none"> 1. <u>Seek Medical Treatment</u> <p>After an incident of sexual assault, domestic violence and/or dating violence, the survivor should consider seeking medical attention as soon as possible. Most hospitals have specially trained personnel called Sexual Assault Nurse Examiners (SANE), who can collect evidence following a sexual assault or domestic violence incident. Survivors have the right to a sexual assault forensic exam, without having to provide their name or make a report to law enforcement if they choose not to do so. It is important that a survivor of sexual assault not bathe, brush teeth, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred. This evidence may also be helpful in obtaining a protection order. If survivors do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease, as appropriate.</p> <ol style="list-style-type: none"> 2. <u>Report the Incident</u> <p>Survivors of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking posts, or other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to the conduct process/investigation, to police, or to obtaining a protection from abuse order. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the survivor's choice whether or not to make such a report, and survivors have the right to decline involvement with the police. Security Services personnel on campus will assist any survivor with notifying local police if they so desire. The Dothan Police Department may also be reached directly by calling 911 (emergencies or crimes in progress) or 334-615-3000 (non-emergencies), or in person at 210 N. Saint Andrews St., Dothan, AL 36303.</p>
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Victims of sexual assault, domestic violence, dating violence, or stalking are encouraged to report the incident promptly, if they so desire, to the Title IX Coordinator, Josh Burrill, by calling, writing or coming into the office to report in person. Reports to the College may also be made online at https://www.acom.edu/wp-content/uploads/2018/02/ACOM_TITLE_IX_Complaint_Intake_Form.pdf. The College will inform the victim about on-campus and/or off-campus resources and remedial and protective measures, and will discuss the victim's option to contact law enforcement, to pursue the college disciplinary process, or to pursue neither or both. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking; to maintain confidentiality and fairness consistent with applicable legal requirements; and to impose appropriate sanctions on violators of this policy.

While there is no time limit for reporting an incident of sexual assault, domestic violence, dating violence, or stalking to the college, certain statutes of limitations exist for the prosecution of crimes through the criminal justice system. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement officials to preserve evidence in the event that the victim changes her/his mind at a later date.

3. Utilize Available Resources

On-Campus Resources	
Title IX Coordinator (334) 305-1009	Receives official complaints of sexual misconduct & assists with making reasonable accommodations for survivors https://www.acom.edu/title-ix/
ACOM Security Services (334) 944-4044	Receives reports of criminal activity and serves as liaison to local law enforcement agencies security@acom.edu
Off-Campus Resources	
Dothan Police Department (334) 615-3000	City law enforcement agency http://www.dothan.org/index.aspx?nid=280
Southeast Alabama Medical Center (334) 793-8111	Physical and mental health services https://www.samc.org/
Flowers Hospital (334) 793-5000	Physical and mental health services https://www.flowershospital.com/
Student Assistance Program (334) 701-3307	Counseling, legal consultation, financial consultation, mental health counseling https://www.acom.edu/mental-health-student-assistance-program/

CareConnect CHP Student Health 1-888-857-5462 or CHP Mobile App	Counseling services, referrals to clinical providers http://chpcareconnect.com/
The House of Ruth (800) 650-6522	Support for survivors of domestic violence or sexual assault, legal information, case management, housing, counseling, transportation, food/necessities assistance https://www.houseofruthdothan.org/
Alabama Crime Victims Compensation Commission (800) 541-9388	Financial compensation to victims for expenses or injuries http://www.acvcc.alabama.gov
Alabama Coalition Against Domestic Violence (800) 650-6522	Crisis hotline, shelters, legal services, and safety planning http://acadv.org/
AlaVINE (877) 846-3425	A service through which victims of crime can monitor an offender's custody status through phone or email updates https://www.vinelink.com/#/home/site/1000
The National Domestic Violence Hotline (800) 799-7233	Advocacy, safety planning, and resources for survivors of domestic violence https://www.thehotline.org/
The National Sexual Assault Hotline (800) 656-4763	Confidential assistance with locating local assistance and resources, referrals for long term support, counseling https://www.rainn.org/

College Procedures for Responding to a Report

If a formal complaint of sexual assault, domestic violence, dating violence, or stalking is made to ACOM through the Title IX Coordinator, below are the procedures that the College will follow, as well as a statement of the standard of evidence that will be used during any disciplinary hearing on campus arising from such a report.

Incident Type Being Reported: Sexual Assault, Domestic Violence, Dating Violence or Stalking

Evidentiary Standard: Preponderance of the evidence

Initial ACOM Procedures:

- Assess the survivor's safety and well-being and offer the College's immediate support and assistance;
- Assess the nature and circumstances of the report;
- Inform the survivor of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
- Inform the survivor of the right to contact law enforcement, decline to contact law enforcement, seek a protective order, and to have college assistance in doing so;

- e. Inform the survivor about college and community resources, the right to seek appropriate and available remedial and protective measures, and how to request those resources and measures;
- f. Inform the survivor of the option to seek alternative resolution (where available) or formal resolution under these Procedures; ascertain the survivor's expressed preference (if any) for pursuing Alternative Resolution, Formal Resolution, or neither; and discuss with the survivor any concerns or barriers to participating in any College investigation and resolution;
- g. Explain the College's prohibition against retaliation and that the college will take prompt action in response to any act of retaliation;
- h. Ascertain the ages of the survivor and the accused individual, if known, and, if either of the parties is under 18, determine whether the conduct must be reported under state law; and
- i. Communicate with appropriate College officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.
- j. If a decision is reached to initiate an investigation or to take any other action under the policy that impacts the accused, the College will ensure the accused is notified, receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options.

Regardless of whether a survivor elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist survivors of sexual assault, domestic violence, dating violence, and stalking and will provide each survivor with a written explanation of their rights and options.

Protection Orders

Protection orders are civil court orders (issued by circuit courts) meant to provide protection and relief to victims of domestic violence. In Alabama, a protection from abuse order is a court order issued based upon a petition filed under the Protection From Abuse Act (PFA), which provides for limited protection for persons who have been threatened, harassed, or physically abused by a spouse or former spouse; common-law or former commonlaw spouse; parent; stepparent; child or stepchild who has lived with the abuser; person with whom they have a child in common; person with whom they have or have had a dating relationship; or a present or former household member with whom the victim was engaged in a romantic or sexual relationship. Victims who need protection may go to the Houston County Courthouse, and request a Petition for a Protection From Abuse Order from the circuit clerk. Victims may file this petition without costs and without assistance from an attorney. However, protection orders may involve long-term legal consequences or safety issues so victims are strongly encouraged to contact a lawyer or the House of Ruth at (334) 793-2232 before filing for a protection order. Contact information for domestic violence advocates in areas outside of Dothan, Alabama may be found at

the ACADV Web site, www.acadv.org or by calling the National Domestic Violence Hotline 1-800-799-7233 (SAFE).

Relief that may be requested includes:

- ✓ Order the victim's home or work address, the phone number, or other related information deleted from all records filed with the court concerning the protection order;
- ✓ Restrain the defendant from committing or threatening to commit acts of abuse, or from harassing, annoying, telephoning, contacting, or otherwise communicating directly or indirectly with the victim or other designated persons;
- ✓ Order the defendant to stay away from victim's residence and place of work or other designated places or persons;
- ✓ Award the victim temporary custody of any minor children and restrain the abuser from removing the children from the victim's custody;
- ✓ Remove the defendant from the residence, regardless of who owns the residence;
- ✓ Prohibit the defendant from selling, disposing, destroying, hiding, or mortgaging mutually owned or leased real estate or personal property;
- ✓ Order other relief as necessary to provide for the safety and protection of the victim;
- ✓ A victim may request an emergency temporary protection order if needed. Otherwise a final protection order, if granted, is valid for one year or until the court-determined expiration date.

Getting Your Protection Order

You will need to go to court to get a protection order. ACOM cannot apply for a legal protection order for the victim. You do not have to press charges to get a protection order. This is not a criminal matter.

Important things to say when testifying or making a statement in court:

- ✓ Be very specific in your details when describing the stalking or abuse, including date(s), time(s) of day, and other details.
- ✓ Describe exactly what the stalker/abuser said and did to you, and make it clear that you are afraid and for what reason(s).
- ✓ Describe any injuries to you or anyone else, and any property damage caused by the abuser/stalker (including injuries to any children or pets, destruction to valued objects, etc.).
- ✓ Show the judge or magistrate any pictures of injuries or property damage.
- ✓ Show the judge or magistrate any communications from the abuser/stalker that made you afraid for your safety.

- ✓ For your protection order hearing, have any witnesses testify to the abuse, stalking, injuries, or property damage.

General Information You Should Know About Protection Orders

It is very important to keep a copy of the protection order with you at all times. Keep copies of any of the abuser's criminal convictions. Show these to the police officer, magistrate, prosecutor, or judge if he/she violates the order. It isn't necessary for the abuser to be charged or arrested for any crime for a survivor to request a protection order. If you have questions about protection orders and how to request one, contact the Office of the Title IX Coordinator.

Once the protection order has been issued:

- ✓ Remember that a protection order is a piece of paper that must be respected by the stalker/abuser to be effective. It is also only enforceable after a sheriff's deputy or police officer has served it on the stalker/abuser. After it has been served, if you feel you are in danger, or if the abuser/stalker does not comply with it, call the police immediately (911). If they arrive in time to witness the abuser's violation of the order, they can make an immediate arrest. If not, you may need to get a criminal warrant from the magistrate.
- ✓ When you get your copy of the order, make sure it says exactly what you want. If there are errors, it is unclear, it has not been signed, or boxes don't appear to be checked, ask the clerk or your advocate for help.
- ✓ Keep a copy with you at all times. This is important if the abuser/stalker violates the order and you must call the police or seek help from other authorities.
- ✓ Give a copy to the Title IX Coordinator (if you are a student or employee), and your supervisor at work (if you are employed).
- ✓ If children are included, make sure anyone responsible for them has a copy.
- ✓ If you are planning to or are considering leaving the state, make sure you get a certified copy of your order from the clerk's office. Federal law requires recognition of one state's protection order by others

ACOM complies with Alabama law in recognizing orders of protection. Any student or employee who obtains a protection order from Alabama or any other state should provide a copy to the ACOM Security Services Department, and the Office of the Title IX Coordinator. A complainant may then meet with campus officials to develop a safety action plan, which is a plan for safety personnel and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, where reasonable, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location, or allowing a student to complete assignments from home, etc.

Enforcing Protection Orders

Orders issued by Alabama courts are enforceable under Alabama law. A willful violation of a protection order is a Class A misdemeanor and the officer may arrest without a warrant when there is probable cause that the defendant has violated a valid protection order. Victims should immediately contact local law enforcement if their order is violated.

Out of State Orders

Under the federal Violence Against Women Act and Alabama law, valid protection orders should be given full faith and credit. This means that if a protection order is issued in another state and the victim is in Alabama, Alabama will enforce the valid protection order. Violations of valid protection orders from other states are enforced as if the order were issued by an Alabama court. Law enforcement may arrest without a warrant for any violation of the valid protection order and the punishment upon conviction is a Class A misdemeanor.

Protection orders from other states are valid if:

- ✓ The order includes the names of the parties;
- ✓ The order contains the date the order was issued;
- ✓ The order is not expired;
- ✓ The order contains the name of the issuing court;
- ✓ The order is signed by a judicial officer;
- ✓ The order contains specific terms; and
- ✓ The defendant has had notice of the order and an opportunity to be heard.

Registration of Protection Orders

Victims may register their out-of-state protection orders by taking a certified copy of the order to their local circuit clerk's office and requesting that the order be entered into the Alabama Protection Order Database. This is NOT a requirement for enforcement. However, victims should always keep a copy of their protection order with them at ALL times to prove the existence of the order if the defendant violates it. Victims may also choose to give copies of the protection order to their local city police and sheriff departments.

College Protective Actions and Accommodations

The College may issue an institutional no contact order if deemed appropriate or at the request of the survivor or accused. Upon the survivor's request and to the extent of the survivor's cooperation and consent, College offices will work cooperatively to assist the survivor with their health, physical safety, work, and academic status,

pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working, or transportation situations regardless of whether the survivor chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer the complainant or the accused to a different section of a class; complete a medical withdrawal; or make special arrangements for completing coursework in a non-traditional manner. Potential changes to living situations may include requesting to have a student moved to a different apartment. Possible changes to work situations may include changing working hours. Possible changes in transportation may include providing alternative parking arrangements for the survivor, or assisting the survivor with a safety escort. To the extent possible, ACOM will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Confidentiality

Additionally, personally identifying information about the survivor will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the survivor. (For example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the survivor, as defined in 42 USC 1395 (a) (20).) Further, the College will maintain as confidential any accommodations or protective measures provided to the survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the names of crime victims nor house identifying information regarding victims in the Security Services Department's daily crime log or online. Victims may request that directory information on file be removed from public sources by request to the Office of the Registrar at (334) 699-2266.

College Disciplinary Procedures

The commission of an act of sexual violence constitutes misconduct that is prohibited, according to the College's Code of Ethics and Honor and Harassment Policy. Students charged with this type of misconduct will be subject to the provisions for resolution provided in the Harassment Policy and Procedures found in the ACOM Student Handbook. The College is committed to providing a prompt, fair, and impartial investigation and resolution for all students involved. Both the accuser and the accused have the right to be present during disciplinary proceedings. The college shall apply a preponderance of evidence standard to determine whether there has been a

violation of this Policy. In addition, both parties must be informed of the outcome of the disciplinary proceeding. Appropriate disciplinary action, up to and including, suspension, expulsion, termination from employment or being banned from ACOM properties, will be taken against students who are determined to be in violation of the Harassment Policy.

The following complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other ACOM grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

General Principles

For purposes of these complaint resolution procedures, “investigating officer” means the Title IX coordinator or his/her designee. The investigating officer shall have responsibility for administering these complaint resolution procedures.

The investigating officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the investigating officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the investigating officer shall designate another appropriate individual to administer these procedures.

Investigation and Resolution of the Complaint

Commencement of the Investigation

Once a complaint is made, the investigating officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sex discrimination or sexual harassment. During the course of the investigation, the investigating officer may receive counsel from ACOM administrators, ACOM’s attorneys or other parties as needed.

In certain narrow circumstances, the investigating officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigating officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigating officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Non-Attorney Support Person for Cases Involving Students

During the investigation process, both a student complainant and a student respondent may ask a non- attorney support person from the ACOM community to accompany him or her to meetings with the investigating officer. The support person must be an administrator, faculty member or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process. Non-student complainants, and non-student respondents, are not entitled to have a support person present during the investigatory process.

Interim Measures

At any time during the investigation, the investigating officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-Harassment Policy.

Pending Criminal Investigation

Some instances of sexual harassment or sexual violence may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, ACOM will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve ACOM of its responsibilities under Title IX. Therefore, to the extent doing so

does not interfere with any criminal investigation, ACOM will proceed with its own investigation and resolution of the complaint.

Resolution

At the conclusion of the investigation, the investigating officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sex discrimination or sexual harassment occurred, the investigating officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the ACOM community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion or other appropriate institutional sanctions. The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html>

The written report of the investigating officer shall be final subject only to the right of appeal set forth below.

Special Procedure Concerning Complaints Against College Administrators

If a complaint involves alleged conduct on the part of the College president or dean, the ACOM Board of Directors will designate the investigating officer. Based on the information gathered by the investigation, Board of Directors will prepare and issue the written report determining the complaint. The determination of the Board of Directors is final and not subject to appeal.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual assault.

Timing of the Investigation

ACOM will make every attempt to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the investigating officer in writing explaining how much additional time is needed and why it is needed. The investigating officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- ✓ Equal opportunity to identify and have considered witnesses and other relevant evidence
- ✓ Similar and timely access to all information considered by the investigating officer
- ✓ Equal opportunity to review any statements or evidence provided by the other party
- ✓ Equal access to review and comment upon any information independently developed by the investigating officer

Appeals

Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- ✓ The decision was contrary to the substantial weight of the evidence;
- ✓ There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating officer, would result in a different decision;
- ✓ Bias or prejudice on the part of the investigating officer; or

- ✓ The punishment or the corrective action imposed is disproportionate to the offense.

Method of Appeal

Appeals must be filed with the dean within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- ✓ Name of the complainant;
- ✓ Name of the respondent;
- ✓ A statement of the determination of the complaint, including corrective action if any;
- ✓ A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- ✓ Requested action, if any.

The appellant may request a meeting with the dean, but the decision to grant a meeting is within the dean's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of Appeals

The dean will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the dean is final. The dean shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Title IX coordinator within three (3) days of the resolution.

Documentation

Throughout all stages of the investigation, resolution, and appeal, the investigating officer, the Title IX coordinator, and the dean as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

The institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense,

the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The institution will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. In these cases, it is not necessary for a victim to make a written request.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, which provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

A listing of all registered sex offenders in the State of Alabama is maintained by the Alabama Department of Public Safety (DPS). This information may be obtained from the DPS Community Information Center website at <https://app.alea.gov/Community/default.aspx>.

Title IX Policy and Statement Of Non-Discrimination

The Alabama College of Osteopathic Medicine does not discriminate on the basis of age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities and services of the College.

It is the policy of the Alabama College of Osteopathic Medicine to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's programs and activities.

ACOM's Division of Student Services and Institutional Effectiveness oversees the institution's compliance with Title IX of the Education Amendments of 1972. ACOM administration, faculty, staff, campus security, and other support services to ensure that policies and programs foster a campus community free of illegal gender discrimination and from all forms of violence, including sexual misconduct (examples of which can include acts of sexual assault, domestic violence, dating violence, and stalking).

Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. ACOM has designated Josh Burrill to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination, sex-based harassment or sexual misconduct. The Title IX Coordinator may be contacted as follows:

Ashley Nelson
Title IX Coordinator
445 Health Sciences Blvd.
Dothan, AL 36303
Tel: (334) 305-1009

[Email: anelson@acom.edu](mailto:anelson@acom.edu) or titleIXcoordinator@acom.edu

It is the responsibility of the Title IX coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sex discrimination and sexual harassment are prohibited by the policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

For a complete listing of policies and procedures related to Title IX, please refer to the ACOM Student Handbook or contact the Title IX coordinator.

Drug Free Campus and Workplace Policy

Overview of Policy Elements

All members of the ACOM community — including faculty, staff, and students — have the right to pursue their individual and collective goals in a healthy work and educational environment, one that is free of the effects of alcohol and substance abuse. Such abuse adversely affects the College's achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the College community. The College's principal approach to issues of alcohol and substance abuse entails a wide range of education, prevention, and assistance activities conducted within its academic curricula; educational programs to inform individuals of the effects and consequence of using alcohol or other substances; and comprehensive counseling programs for faculty, staff, and students. The College recognizes that alcohol and substance abuse are illnesses that are not resolved easily by personal effort but may require professional assistance and treatment. Faculty, staff, and students are encouraged to take advantage of the preventive, diagnostic, referral, and counseling services available. All members of the College community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of alcohol or other drugs. These include federal and state laws, city ordinances, the Student Code of Ethics and Honor, the faculty standards of conduct, and other College policy statements. The Drug- Free Campus and Workplace Policy applies to all members of the College community, including all full-time and part-time students; all full-time and part-time permanent and temporary employees, including faculty, administration, and all exempt and non-exempt staff; and all student employees and interns. It applies to behavior that occurs on the College campus, on property owned or controlled by the College, or at College-sponsored or supervised activities. The College is committed to cooperating with the local school systems and area colleges, as well as other local, state, regional, and federal agencies, in addressing problems of substance abuse in its community.

Standards of Conduct

A. Employees

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the Alabama College of Osteopathic Medicine while he or she is at work for the College or at another site where the employee is carrying out assigned duties, is prohibited. The term "controlled substance" refers to any chemical substance whose distribution and/or use is controlled or prohibited by some law or statute, or whose distribution and/or use is permitted by a prescription issued by a

licensed practitioner. In order to ensure that all employees are working in a safe, productive environment, the possession, distribution, or consumption of alcoholic beverages is not permitted on the work site or on other College property, unless such occurs in the course of an authorized business or special College function which includes alcoholic beverages or where consumption was otherwise approved by the College. By extension, no employee may report to work while under the influence of alcohol. Consistent with the Drug-Free Campus and Workplace Policy, and as required by the Drug-Free Work Place Act of 1988, faculty and staff will, as a condition of employment, abide by the Drug-Free Campus and Workplace Policy and notify their supervisor within five days if they are convicted of violating any criminal drug statute as a result of any activity occurring at the Alabama College of Osteopathic Medicine work place or while engaged in work activities of the College. The term conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. When the Department of Human Resources receives notice of such a conviction, it will coordinate efforts to comply with the reporting requirements of the Drug-Free Workplace Act of 1988. Violation of the Drug-Free Campus and Workplace Policy shall result in the prompt imposition of sanctions. These sanctions may range from a reprimand, to required satisfactory participation in counseling or rehabilitation programs, to termination of employment. Any necessary sanctions taken against faculty, administrators, or staff will be carried out in accordance with policies and procedures published in appropriate College personnel handbooks.

B. Students

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any student of the Alabama College of Osteopathic Medicine while he or she is on College property or involved in College activities, is prohibited. The College will take disciplinary action against a student, group of students, or student organization for any violation of this policy. A student or student organization may also be disciplined for, and is deemed in violation of the Code of Ethics and Honor for, the unlawful possession or consumption on campus of alcoholic beverages, public drunkenness, or violation of state or local laws regarding alcohol use or possession. Any disciplinary actions to be taken and the disciplinary procedures to be applied for the fair adjudication of the alleged violations will be in accordance with policies and procedures published in the Student Handbook.

Applicable Local, State, and Federal Laws Concerning the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The following is a brief overview of local, state, and federal laws governing the possession, use, and distribution of controlled substances and alcohol. It is not intended to be an exhaustive or definitive statement of various laws, but rather is designed to indicate the types of conduct that are against the law and the range of legal sanctions that can be imposed. Local, state, and federal laws regarding underage drinking and the possession, use, and sale of illegal drugs and alcohol and are strictly enforced by the College.

A. Federal Drug Offenses and Penalties Title 21, USC § 841 et. seq.

- § 841(b)(1)(A) Distribution of 1 kilogram or more of a mixture or substance containing a detectable amount of heroin; 5 kilograms or more containing coca or cocaine; 100 grams or more of PCP; 10 grams or more of LSD; 1,000 kilograms of marijuana; or 50 grams or more of amphetamine is a federal crime punishable by not less than 10 years in prison nor more than life in prison; and if death or serious bodily injury results, not less than 20 years and not more than a \$4 million fine.
- § 841(b)(1)(B) In the case of distribution of 1,000 kilograms or more of marijuana; or 1,000 or more plants of marijuana; or 10 kilograms or more of hashish; or one kilogram of hashish oil, one is guilty of a felony and if convicted may be sentenced to not less than 5 years in prison and fined not less than \$250,000 and not more than \$4 million.
- § 841(b)(1)(D) If one is found with a quantity of marijuana less than 50 kilograms, one is guilty of a felony and sentenced to not more than 20 years and fined not to exceed \$1 million.
- § 844 It is unlawful for any person to knowingly or intentionally possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription. If convicted of possession, one may be sentenced to not more than 1 year and not less than a \$1,000 or more than a \$100,000 fine.
- § 845 Distribution of controlled substances to persons under 21 years of age may be punishable by twice the above sentences, as may distribution within 1,000 feet of a school, college, or university.
- § 848(b) If one is the head of a "drug ring" of 5 or more persons engaged in a criminal enterprise involving the manufacture, acquisition, transportation, distribution, or sale of illegal substances, one may be sentenced to life in prison.
- § 853(a) All of the above include the possibility of forfeiture of property derived from or used in the distribution of illegal drugs, or used in the manufacture of such drugs.

B. State of Alabama Offenses and Penalties- Code of Alabama 1975

- § 13A-12-202(c) Criminal solicitation to commit a controlled substance crime is punishable to the same extent as the controlled substance crime solicited.
- § 13A-12-203(c) Attempt to commit a controlled substance crime is punishable to the same extent as the controlled substance crime itself.
- § 13A-12-204(c) Criminal conspiracy to commit a controlled substance crime is punishable the same as the controlled substance crime itself.

- § 13A-12-211 The unlawful distribution of controlled substances, whether sold, furnished, given away, manufactured, delivered, or distributed, is a Class B felony.
- § 13A-12-212 The unlawful possession or receipt of controlled substances is a Class C felony.
- § 13A-12-213 Unlawful possession of marijuana in the first degree results where one possesses marijuana for other than personal use or has been previously convicted of marijuana possession in the second degree, and is a Class C felony.
- § 13A-12-214 Unlawful possession of marijuana in the second degree results where one possesses marijuana for personal use only, and is punishable as a Class A misdemeanor.
- § 13A-12-215 The sale of controlled substances by one over 18 years of age to one under 18 years of age is a Class A felony with no eligibility of suspended sentence or probation.
- § 13A-12-231 One who knowingly sells, manufactures, delivers, or brings into this state cannabis (in any of its forms), cocaine, heroin, morphine, opium, methaqualone, hydromorphone, amphetamine, phencyclidine, lysergic acid diethylamide, methamphetamine, or LSD shall be guilty of a Class A felony, may be fined up to \$500,000, and sentenced for up to life in prison without parole.
- § 13A-12-233 One who engages in a criminal enterprise, in connection with 5 or more persons, to traffic in illegal drugs shall be sentenced to no less than 25 years and no more than life, without eligibility for parole, and fined up to \$500,000. For a second such conviction, a mandatory life imprisonment is required with a fine of not less than \$150,000 or more than \$1 million.
- § 13A-12-250 An additional penalty of 5 years imprisonment is tacked on for the above violation which occurs within a 3 mile radius of a school, college, or university campus (or housing project; see § 13A-12-270).
- § 13A-12-260 Use, possession, delivery, or sale of drug paraphernalia is a crime punishable as a Class C misdemeanor for possession, a Class C felony for sale, and a Class B felony for sale to one under 18 years of age by one over 18 years of age.

C. Sentences of Imprisonment in the State of Alabama

- § 13A-5-6 Sentences for felonies shall be for a definite term of imprisonment, which includes hard labor, within the following limitations:
 - For a Class A felony, for life or not more than 99 years or less than 10 years.
 - For a Class B felony, not more than 20 years or less than 2 years.
 - For a Class C felony, not more than 10 years or less than 1 year and a day.
- § 13A-5-7 Sentences for misdemeanors shall be for a definite term of imprisonment in the county jail or of hard labor for the county, within the following limitations:
 - For a Class A misdemeanor, not more than 1 year.
 - For a Class B misdemeanor, not more than 6 months.
 - For a Class C misdemeanor, not more than 3 months.

D. A Summary of State and Local Alcoholic Beverage Laws

a. Drinking Age

§ 28-1-5 The legal age in Alabama for consumption or purchase of alcoholic beverages is twenty one (21) years.

b. Minors Purchasing

§28-3A-25(19) Minors purchasing or attempting to purchase alcoholic beverages are subject to a fine of not less than \$200 and not more than \$1,000, and, at the discretion of the judge, up to three (3) months at hard labor or imprisonment. A minor's fraudulent misrepresentation of age or use of a fake or false identification in the process of illegally obtaining or purchasing alcoholic beverages will be considered in sentencing.

c. Dram Shop

§ 6-5-71 An individual may be liable for damages under civil law for selling alcohol, giving alcohol, or otherwise causing someone to become intoxicated, who later is injured or causes another to be injured.

d. Driving Under the Influence (DUI)

- § 32-5A-191(a) A person shall not drive or be in actual physical control of any vehicle while: there is 0.08 percent or more by weight of alcohol in his or her blood, or under the influence of alcohol, or under the influence of any controlled substance or any other substance which impairs his ability to drive safely, or under the combined influence of alcohol and a controlled substance to a degree which renders him or her incapable of safely driving, or under the influence of any substance which impairs the mental or physical faculties of such person to a degree which renders him or her incapable of safely driving.
- § 32-5A-191(b) A person under 21 years of age shall not drive or be in actual control of a vehicle if there is 0.02 percentage or more by weight of alcohol in his or her blood. Many are under the impression that a person may be arrested only for having over 0.08 percent blood alcohol content, but the fact is that one may be arrested for substantially less content. Boating while under the influence is also illegal.
- See § 32-5A-191.3 An individual must submit to a blood alcohol test or his license will be suspended.
- See § 32-5-192 When convicted of DUI, a person may be jailed for not more than 1 year and fined not less than \$250 or more than \$1,000 for a first conviction. On a second conviction for DUI within a 5 year period, a person may be fined up to \$5,100 and jailed for up to 1 year with a mandatory 48 hour sentence. On a third conviction within a 5 year period, a person will serve at least a mandatory 60 day sentence or up to a year, and will be fined at least \$2,000 with a \$10,000 maximum fine.

e. Public Intoxication

§ 13A-11-10 A person commits the crime of public intoxication if he appears in a public place under the influence of alcohol, narcotics or other drug to the degree that he endangers himself or another person or property, or by boisterous and offensive conduct annoys another person in his vicinity.

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 are estimated to afflict 25.5 million 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 may develop in anyone. It tends to appear first between the ages of 20 and 40 and also to be more prevalent in persons with a family history of alcoholism.

A. 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
3. Periods of sobriety interspersed with periods of heavy daily drinking.

The disorder 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.

B. Marijuana (Cannabis)

Marijuana is the most commonly used illegal drug in the United States. 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. Thus 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.

C. Hallucinogens

This category includes drugs such as lysergic acid diethylamine (LSD, also known as "acid"), mescaline, 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.

D. 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, 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.

E. Amphetamines 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.

F. 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 is poisonous or lethal. Under these circumstances, coma, suffocation, and death may ensure. 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.

G. Sedatives and Tranquilizers

The barbiturates and the benzodiazepines are two of the most commonly used classes of sedatives. The barbiturates (such as 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 the benzodiazepines, used for relief of anxiety and to promote sleep. The 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 the benzodiazepines have a

<p>STUDENT ASSISTANCE PROGRAM (334) 701-3307</p> <p>CareConnect CHP Student Health 1-888-857-5462 or CHP Mobile App</p>	<p>potential for physical and psychological dependence if used at higher doses for longer periods of time. Frequently the 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 the benzodiazepines (and the 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 the serious effects of withdrawal.</p> <p>Drug or Alcohol Counseling, Treatment, and Rehabilitation Programs Available to Students and Employees</p> <p>Employee and Student Assistance Programs</p> <p><u>Student Assistance Program</u></p> <p>ACOM provides a student assistance program at no cost to students which consists of 3 free counseling visits for students and immediate family members, 1 free legal consultation, and 1 free financial consultation. Visits beyond this will be at the student's (or student's family member's) expense, and in the case of mental health counseling, is generally covered under the student's health insurance plan. Co-pays and deductibles are the student's responsibility.</p> <p>Counseling is confidential between the student and counselor, except for specific circumstances that indicate the student is a danger to himself or others or in the case of child or elder abuse. If counseling is mandated by the Student Progress Committee or other authorized faculty, the counselor may confirm (with the appropriate information release) the student's attendance at counseling sessions.</p> <p>For more information on the Student Assistance Program, please call (334) 701-3307.</p> <p><u>CareConnect (ONLY ACOM CHP student insurance holders)</u></p> <p>With CareConnect from CHP Student Health, students have 24/7 access to professional assistance to help manage personal concerns, emotional issues, transition and adjustment concerns, academic stress, career development, and the demands of daily and family obligations.</p>
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- ✓ 24/7/365 telephone access-answered by licensed clinical professionals
- ✓ One-tap hotline access to care via CHP Student Health Mobile APP
- ✓ Referral to Clinical Provider or Emergency Departments for medical problems

CareConnect Scope of Service

- ✓ Drug Abuse
- ✓ Alcohol-Related Concerns
- ✓ Transition and/or Adjustment Issues
- ✓ Stress Related to Coursework, Careers
- ✓ Cultural Diversity Issues
- ✓ Eating Disorders and/or Body Concerns
- ✓ Anger Management Issues
- ✓ Suicidal or Homicidal Ideations
- ✓ Relationship Problems

Contact Information:

CareConnect CHP Student Health
1-888-857-5462 or
CHP Mobile App

Helplines and Other Drug and Alcohol Abuse Prevention Resources

Free information and confidential support is available from many organizations. Some provide counseling, referrals to local treatment facilities, support groups, and community-based organizations, and free publications and other information in print on substance abuse and mental health issues.

LOCAL TREATMENT CENTERS

BRADFORD HEALTH SERVICES
114 Adris Place
Dothan, AL 36303
24-Hour Access: (866) 977-7158

SPECTRACARE
(800) 951-4357
3542 Montgomery Highway
Dothan, Alabama 36302

THE HAVEN
(334) 794-3771
831 John D. Odom Road
Dothan, Alabama 36303

SAMHSA National Helpline (800)-662-HELP
Suicide Prevention Lifeline (800) 273-TALK
Alabama Dept. of Mental Health (800)367-0955
<http://www.mh.alabama.gov/>

Alcoholics Anonymous <http://aa.org/?Media=PlayFlash>
American Council for Drug Education (ACDE) <http://www.acde.org/>
Center for Substance Abuse Treatment (CSAT) <https://csat.samhsa.gov/>
Narcotics Anonymous <http://www.na.org/>
College Drinking: Changing the Culture <http://www.collegedrinkingprevention.gov/>
Partnership for a Drug-Free Community <http://www.partnershipforadrug-freecommunity.org/>

College Disciplinary Sanctions for Controlled Substance Users and Alcohol Abusers

Various disciplinary procedures are applicable to faculty, staff, and students. Violations of the standard of conduct will be dealt with on a case-by-case basis, with the imposition of discipline appropriate to the severity of the violation. For each group in the College community, there are certain common sanctions that can be applied in an appropriate case. These common sanctions include letters of reprimand, probation, and severance of ties with the College through expulsion or termination. Normally, opportunity for referral to an appropriate rehabilitation program occurs, if the violation is a first offense. Referral for prosecution undoubtedly will occur only for the most serious violations. Students who violate any provision of the College's Drug-Free Campus and Workplace Policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with local, state, and federal law, and the provisions of the Code of Ethics and Honor found in the Student Handbook. Such action may include mandatory counseling, a reprimand and warning, loss of privileges, disciplinary probation, community service, restitution, attendance at alcohol and substance abuse classes, suspension, expulsion, and/or referral to the proper law enforcement authorities for prosecution. Employees who violate this policy will be held accountable for their behavior and will be subject to appropriate disciplinary action, consistent with policies and procedures published in appropriate College personnel handbooks and with local, state and federal law. Such action may include mandatory counseling, mandatory participation in an appropriate rehabilitation program, a warning, a reprimand, strict probation, unpaid suspension from employment, termination of employment, and/or referral to the proper law enforcement authorities for prosecution. All disciplinary procedures and appeals currently applicable to students and all categories of employees will continue to be available for violations of this policy.

Evaluation

The College must conduct a biennial review of the Drug-Free Campus and Work Place Policy to determine its effectiveness, identify and implement necessary changes, and ensure that sanctions developed are enforced consistently. During each review, the following factors, at a minimum, must be examined:

- a. the number of drug and alcohol-related violations
- b. the number of drug and alcohol-related fatalities
- c. the number of incidents of violence
- d. the number and type of sanctions imposed by the College
- e. the number of students involved in classes and counseling sessions
- f. the outcomes of treatment, assessed at pre-scribed follow-up intervals

Distribution

Annually, the Department of Human Resources will distribute the Drug Free Campus and Workplace policy and other drug and alcohol abuse prevention materials to all students and employees of the Alabama College of Osteopathic Medicine.

DAILY FIRE LOG

If you would like to request a printed copy of the Daily Fire Log, please contact the Office of Security Services at (334) 944-4044. Requests may be made Monday – Friday, from 8:30 AM until 4:30 PM.

Fire Safety Report

The Higher Education Opportunity Act enacted on August 14, 2008 requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all the information required by this act for the Summerfield Square Apartments. The complete fire report can be found in **Appendix B. (Page 38)**

Daily Fire Log

The Security Services Department maintains a daily fire log at their office located within the ACOM Building. For each reported fire, the log includes the date the fire was reported as well as the nature, date and time, and general location of the fire. A new entry or addition to an existing entry will be entered into the fire log within two business days from the date that the report is received. The log is available for public inspection during business hours.

Description of Student Housing Fire Systems

Summerfield Square consists of 185 units, broken down into 71 studio, 69 one-bedrooms, and 45 two-bedrooms. Each studio apartment is equipped with one smoke detector located in the living room. Each one bedroom unit is equipped with two smoke detectors. One located in the hallway, outside the bathroom. The other is located inside the bedroom. Summerfield Square offers two different floor plans for the 2-bedroom unit type, Sanders and Ellis. The Sanders unit is equipped with 3 smoke detectors, one in the hallway and one in each bedroom. The Ellis unit is equipped with 4 smoke detectors: in the hallway, in the common area, and one in each bedroom. All smoke detectors are wired together, so if one detector is activated they will all go into alarm mode. The detector that was initially triggered will have a blinking red light.

Each unit is equipped with a heat sensitive sprinkler system. Should the sprinklers become activated, the fire control panel for that respective building would be alerted. The fire panel automatically alerts the local Fire Department and our security monitoring service.

Every floor of each building has a fire pull station and a fire extinguisher. The pulls are located at every stairwell. If a fire pull is activated, the fire control panel for that respective building would be alerted. The fire panel automatically alerts the local Fire Department and our security monitoring service. The extinguishers are located in a glass box in the center of each breezeway.

DID YOU KNOW?

The Facts

In many cases where fire fatalities occurred on college campuses, alcohol was a factor. There is a strong link between alcohol and fire deaths. In more than 50 percent of adult fire fatalities, victims were under the influence at the time of the fire. Alcohol abuse often impairs judgment and hampers evacuation efforts. Cooking is the leading cause of fire injuries on college campuses, closely followed by careless smoking and arson. In recent years, cooking equipment was a factor involved in more than 70 percent of reported dormitory fires; this includes confined or contained fires. Structure fires in dormitories, fraternities, sororities, and barracks are more common during the evening hours between 5 and 11 p.m., as well as on weekends.

The Causes

Many factors contribute to the problem of dormitory fires.

- ✦ Improper use of 911 notification systems delays emergency response.
- ✦ Student apathy is prevalent. Many are unaware that fire is a risk or threat in the environment.
- ✦ Evacuation efforts are hindered since fire alarms are often ignored.
- ✦ Building evacuations are delayed due to lack of preparation and preplanning.
- ✦ Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
- ✦ Misuse of cooking appliances, as well as overloaded electrical circuits and the use of extension cords, increases the risk of fires.

Each unit has its own HVAC system. All HVAC systems have fire dampening systems. In the event of a fire, the fire dampening system is activated and it locks off each vent individually. Thus stopping the fire from spreading through duct work and attic.

Fire Safety Education

Fire safety training is held for all Summerfield Square residents at the beginning of each school year. This training is designed to familiarize each student and/or resident with the fire safety system in each individual unit, as well as each building. Everyone is given individual one-on-one training with the Community Manager or staff member on move-in day. All staff members have received training and are knowledgeable in fire safety matters. Each student also receives a safety brochure that gives specific instructions for an emergency procedure should a fire break out. A list of Fire Safety Definitions can be found in **Appendix A**.

An Emergency Instructions & Safety Tips handout is available at any time in the Community Manager's office, or via email request to SummerfieldSquare@corvias.com.

Policies on Portable Electronic Appliances, Smoking, and Open Flames in Student Housing Facilities

Electronic Appliances

Due to the hazards associated with their use, the following appliances may never be stored or used inside a student housing facility:

- ✦ Grills (excluding George Foreman grills)
- ✦ Halogen lamps
- ✦ Immersion coils
- ✦ Oil, kerosene, and gas lamps
- ✦ Open-coiled appliances
- ✦ Steam vaporizers
- ✦ Any appliance attached to multiple extension cords

Smoking Policy

Smoking is not permitted anywhere on the ACOM campus.

Open Flames

The storage or use of items that operate with an open flame such as grills, lanterns, candles, or incense and flammable materials such as gasoline, kerosene, or propane is strictly prohibited.

Fire Safety Precautions

- ✓ Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
- ✓ Make sure that all electrical appliances and cords are in good condition and UL approved.
- ✓ Do not overload electrical outlets. Use fuse-protected multi-outlet power strips.
- ✓ Never store flammable substances in your room or apartment.
- ✓ Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other life safety devices or to block or obstruct paths of egress.

Student Housing Evacuation Procedures

If you discover a fire in an apartment building:

- ✓ Close the door to the area of the fire.
- ✓ Activate the nearest fire alarm as you exit the building.
- ✓ When evacuating the building, keep calm and remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
- ✓ Move to an area that is at least 100 feet and upwind from the building.
- ✓ Once you are safely away from danger, dial 911.
- ✓ Stand by to direct emergency teams to the location of the fire.

Fire Response Do's and Don'ts

- ✓ DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.

- ✓ DON'T assume that a fire alarm is a drill or test.
- ✓ DO remain in your room if you cannot get out of the building because of heat or smoke. Call 911 right away. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
- ✓ DO close the door behind you if it is safe to leave your room.
- ✓ DON'T waste time collecting valuables. Take your keys and identification so that you can reenter your room if exit from the building is not possible.
- ✓ DON'T use an elevator during a fire emergency: always use the stairs.

Fire Incident Reporting

Students, employees, and guests should report fire-related emergencies by dialing 911. In addition, all on-campus fires, including those occurring in or around student housing areas, should be reported to the Security Services Department at (334) 944-4044.

Note: If a member of the campus community finds evidence of a fire that has been extinguished and the person is not sure whether ACOM officials have already been notified, that person should contact a Security Services representative who will investigate and document the incident.

Fire Drills Held During the Previous Calendar Year

A fire drill at Summerfield Square apartments was held on 12/13/2018. It was supervised by the Dothan Fire Department.

Plans for Future Improvements

All on-campus student housing facilities meet or exceed applicable fire safety requirements. In addition, as buildings are added or renovated, newly issued fire safety requirements will be reviewed to ensure that additional fire suppression and detection devices are added if needed.

Campus Crime Statistics

Locations Covered by the Clery Act

The Clery Act requires U.S. colleges and universities receiving federal student financial aid to disclose timely and annual information about crime on and around their campuses. These are crimes committed on campus, in public areas such as sidewalks and streets immediately surrounding the campus, non-campus buildings, and other off-campus property used by the College in direct support of its educational mission. Information about the specific location of public property included in these statistics can be obtained from the Security Services Department.

Explanation of How Statistics Are Compiled

The Security Services Department coordinates the collection and reporting of crime statistics as specified by federal law. Agencies involved in the collection of data include the Security Services Department, the Office of the Dean of Student Services, the Dothan Police Department, and the Houston County Sheriff's Department.

The Security Services Department, through a cooperative arrangement with the Dothan Police and Houston County Sheriff's Departments, obtains relevant crime statistics from the DPD and HCSD databases, which provides appropriate crime codes, and the nature, dates, times, and the locations of crimes committed. Security Services requests data from the agencies involved in collecting criminal statistics so that the Annual Security and Fire Safety Report may be updated and disseminated to the campus community, the general public, and the U.S. Secretary of Education.

The definition of each type of reportable crime can be found in **Appendix C** and may differ from the definition of comparable crimes under the Alabama Penal Code or ACOM discipline policies. The Clery Act also requires the reporting of hate crimes in the defined categories where the evidence suggests the victims were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, gender identity, national origin, or disability.

Under very limited circumstances ACOM may remove reports of crimes that have been "unfounded" by law enforcement officials. ACOM will include the number of "unfounded" crimes in the Annual Survey Report.

Approval of Annual Report

Once assembled, the Annual Security and Fire Safety Report is submitted to the Associate Dean of Student Services for approval, publication, and distribution.

Appendix A: Fire Safety Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- ✓ sprinkler or other fire extinguishing systems
- ✓ fire detection devices
- ✓ stand-alone smoke alarms
- ✓ devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- ✓ smoke-control and reduction mechanisms
- ✓ fire doors and walls that reduce the spread of a fire

On-Campus Student Housing Facility: For purposes of the Clery Act regulations, “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility”. (On-campus student housing facility definition citation 34 CFR 668.41(a))

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- ✓ contents damaged by fire
- ✓ related damages caused by smoke, water, and overhaul
- ✓ but *not* including indirect loss, such as business interruption

Appendix B: ACOM Fire Statistics

Summerfield Square Apartments
120 Andrew Still Blvd.,
Dothan AL 36303

Description of On-Campus Student Housing Fire Safety Systems – Summerfield Square								
Building	2016	2017	2018	Sprinkler Protection Full Coverage = All private and public spaces	Fire Alarm Systems SD (Smoke Detector) MP (Manual pull station)	Monitored Fire Alarm System	Fire Rated Corridors	# of Fire Drills
108	0	0	0	Full Coverage	SD/MP	Yes	Yes	1
114	0	0	0	Full Coverage	SD/MP	Yes	Yes	1
120	0	0	0	Full Coverage	SD/MP	Yes	Yes	1
121	0	0	0	Full Coverage	SD/MP	Yes	Yes	1
128	0	0	0	Full Coverage	SD/MP	Yes	Yes	1

2016/2017/2018 Fire Statistics for On-Campus Student Housing						
DATE	LOCATION	ADDRESS	CAUSE	DAMAGE AMOUNT	INJURIES	DEATHS
No Fires to Report 2016/2017/2018					0	0

Appendix C: Definitions of Reportable Crimes

Category One: Criminal Offenses

1. **Criminal Homicide.** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.
 - a. **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
 - b. **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.
2. **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - a. **Rape:** the 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 offense includes the rape of both males and females.
 - b. **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 because of his/her temporary or permanent mental incapacity.
 - c. **Incest:** sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.
3. **Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. **Burglary.** Burglary is the unlawful entry of a structure to commit a felony or a theft.
6. **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
7. **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Category Two: Hate Crimes

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when the evidence suggests the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability.

1. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
2. **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.
3. **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.

4. **Destruction/Damage/Vandalism of 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.

Category Three: VAWA Offenses

1. **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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. **Domestic violence:** a felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (5) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Category Four: Arrests and Referrals for Disciplinary Action for Violation of Weapons, Drug Abuse, and Liquor Laws

1. **Weapon Law Violations:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug Abuse Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
3. **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Appendix D: ACOM Crime Statistics

Criminal Offenses Reporting Table					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NONCAMPUS PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
FONDLING	2018	2	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
INCEST	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
BURGLARY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ARSON	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Hate Crimes Reporting Table					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NONCAMPUS PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
FONDLING	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
INCEST	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
BURGLARY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ARSON	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
INTIMIDATION	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
DESTRUCTION / DAMAGE / VANDALISM	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Hate Crime Bias Category Key:	(D) Disability (E) Ethnicity (G) Gender (GI) Gender Identity (NO) National Origin (RA) Race (RE) Religion (S) Sexual Orientation				

VAWA Offenses Reporting Table					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NONCAMPUS PROPERTY
DATING VIOLENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
DOMESTIC VIOLENCE	2018	1	1	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STALKING	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Arrests and Disciplinary Referrals Reporting Table					
OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	PUBLIC PROPERTY	NONCAMPUS PROPERTY
ARRESTS: WEAPONS LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ARRESTS: DRUG LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	1	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: DRUG LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Unfounded Crimes Reporting Table	
YEAR	NUMBER OF UNFOUNDED CRIMES
2018	0
2017	0
2016	0

Department of Security Services

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