

Safety and Security

Responding to Sexual Assault Cases

1. Immediate Response: College personnel are willing and able to assist victims of sexual assault. The Dean of Student Development Services and the Chief of Security should be contacted immediately.
2. Delayed Reports: Victims often delay disclosing information to others about their sexual assault. When a delayed report occurs and the victim is a student, he/she may be referred to the Counseling Center for personal counseling and assistance in reporting the assault to the proper authorities.
3. The Vice President of Student Development Services will ensure that the consideration and rights to be afforded victims of sexual assault, as detailed in the College Sexual Assault Policy, are met. An effort will be made to have two College officials respond to the victim as soon as possible. This will allow one person to provide support and counsel, while the other person contacts appropriate individuals or agencies as needed.
4. All victims of sexual assault will be assisted in contacting appropriate legal authorities or service agencies (see below.) Depending on the nature of the situation (Le., physical and mental condition of the victim, immediacy of incident) and with the input of the victim, one or more of the following entities will be contacted as soon as possible but prior to the College officials leaving the assault victim:

- a. Rape Response Inc. - Phone 256-767-1100
- b. Police Departments
Muscle Shoals - 256-383-6746
Tuscumbia - 256-383-3121
Colbert County Sheriff - 256-383-0741 or 256-386-8550

The responding police officer will investigate the incident, collect any evidence and refer the victim to the appropriate services. A immediate police notification is important so that if the victim wishes to press criminal charges, the evidence at the scene may be preserved.

- c. Hospitals
Shoals Hospital - 256-386-1600
Helen Keller Memorial Hospital - 256-386-4196

5. Notification of College officials if assault occurs to a student living in College managed housing:
 - a. The Resident Assistant is notified of assault to victim;
 - b. The Resident Assistant calls the Coordinator of Student Life or Vice President of Student Development Services and campus security; and
 - c. The Coordinator of Student Life or Vice President of Student Development Services call appropriate support services such as counseling.
6. The Vice President of Student Development Services or designee will determine:
 - a. Additional actions which may be taken to assist the victim in dealing with the aftermath of the incident. For example, contacting faculty members to ask for extensions to complete work assignments and serving as a resource to continued support;
 - b. The need to notify additional College personnel;
 - c. Procedure for further investigation of the incident and possible disciplinary action.

Missing Student Policy

If a member of the Northwest-Shoals College community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of the Campus Safety Department, the Department of Student Development Services and the missing student's family and friends.

If not located within 24 hours, appropriate family members, associates or a College official will make an official missing person report to the law enforcement agency with jurisdiction. The Campus Safety Department will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

Notification:

Any report of a missing student should immediately be directed to campus police.

When a student is reported missing the College shall:

Initiate an investigation to determine the validity of the missing person. Contact the Vice President of Student Services and the Director of Student Housing. Make a determination as to the status of the missing student. Notify the individual identified as the missing student's emergency contact. If the student is under age of 18 notify the student's custodial parent or guardian. The Chief of Campus Police shall notify the CFO and College President. The Chief of Campus Police shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Residence Life Services

Bulletin Boards and Printed Notices

Bulletin Boards are located in lounge areas in the complex. Certain bulletin boards may be reserved for use by Residence Life staff only. Printed notices in all public areas must be approved by the Residence Hall Manager and must be hung in designated areas, as well as conform to the guidelines stated in the Student Handbook:

1. Only student organizations chartered by Northwest-Shoals Community College or groups authorized by college administration may advertise through posters and literature.
2. An exception will be student elections, for which candidates may advertise one week prior to election day. This gives the candidate an opportunity to campaign and present their platform to the student body.
3. Posters or literature are prohibited from:
 - a. Restrooms
 - b. Glass panels, windows, doors and ceilings
 - c. Library buildings
 - d. Any surface that could be damaged by tape or tacks
4. No leaflets or pamphlets should be distributed on campus without the approval of the Coordinator of Student Life.

Printed notices for display on boards in Building 100 must be approved by the Coordinator of Student Life.

Housekeeping

Public areas are cleaned regularly by the custodial staff. Other custodial problems should be reported to the residence hall staff. It is the responsibility of residents to dispose of trash in the proper places and to keep walkways and all public areas neat and attractive.