



2023

Annual Security & Fire Safety Report (ASF SR)

Prepared by the University of North Alabama Police Department



Includes Policy Statements for the 2023-2024 Academic Year

Includes Crime Statistics for Calendar Years 2020, 2021,
2022 for UNA Main & East Campus

Published 2023

Message from the Chief of Police



Greetings,

The University of North Alabama Police Department is dedicated to providing a safe and secure community for students, faculty, staff and visitors to the University of North Alabama. Each year, the University of North Alabama publishes the Annual Security Report and Fire Safety Report in compliance with the Jeanne Clery Act. The report is published and available for viewing by October 1st each year.

The report includes campus Clery crime and fire statistics for 2020, 2021 and 2022, including arrests and referral statistics reported to the University of North Alabama Police Department, Clery definitions, maps and fire statistics.

In addition to crime and fire statistics, the report includes University policies and procedures concerning alcohol, drugs, sexual assault and general safety and security on the UNA campus. I encourage you to review and become familiar with this report.

The University of North Alabama is committed to working in partnership with the community in providing a safe and secure environment for students, faculty, staff and visitors. We welcome your concerns, suggestions and ideas on working together to make our campus a safe place to work, live and learn. Do not hesitate to contact the University of North Alabama Police Department if you need assistance or additional information about our services.

Respectfully,

Les Jackson Chief of Police
University of North Alabama Police Department



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University of North Alabama 2022 ASFSR Introduction

What is the Annual Security and Fire Safety Report (ASFSR)?

In compliance with the 1998 amendments to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or **Clery Act**, (formerly known as the Crime Awareness and Campus Security Act of 1990) and Department of Education regulations, the University of North Alabama (UNA) publishes crime statistics for the three most recent calendar years and UNA security-related policies and procedures. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students.

The 2023 ASFSR includes the following information about crimes reported to UPD, other UNA Campus Security Authorities and local law enforcement:

- Crime statistics and descriptions for the following categories of the following general crimes: homicide (murder, non-negligent and negligent manslaughter); sex offenses (forcible, non- forcible); robbery; aggravated assault; burglary; motor vehicle theft; and arson.
- Crime statistics and descriptions for the following categories of violation arrests and referrals for campus disciplinary action: liquor law violations, drug law violations, and illegal weapons possession violations.
- Crime statistics and descriptions for offenses reported according to the Violence Against Women Act (VAWA); including Dating Violence, Domestic Violence and Stalking
- Crime statistics and descriptions for hate crimes by category of prejudice against the victim.
- In addition to crime and fire statistics, the report includes University policies and procedures concerning alcohol, drugs, sexual assault and general safety and security on the UNA campus.

Availability of the ASFSR

Each year, by October 1st, an email notification is sent to all enrolled students, faculty and staff, informing them of the exact address (URL) of the website where the report is posted. The notification includes a statement that a paper copy of the ASFSR is available upon request.

A printed copy of this report may be obtained by request at UPD, located inside the basement of Keller Hall; or by email at hbmccullar@una.edu or police@una.edu; or by writing:

UNA Police
Attn: Clery Manager
1 Harrison Plaza
UNA Box 5067
Florence, AL 35632

This annual report is also available online at www.una.edu/asfsr or you may access it, along with other Clery Act information, from UNA Police web page under the "Clery Act" section- <https://www.una.edu/police/>.

Preparation of the ASFSR

This report is prepared by the UNA Police Department as well as a correlation of professionals on campus that may provide material that relates to their areas of expertise outlined throughout this report. Criminal statistical reports are compiled from reports made to Campus Security Authorities (CSAs) and law enforcement agencies for UNA property or facilities. Information and statistics obtained from the UPD, Student Affairs, Office of Student Conduct, Title IX and other CSAs are forwarded to the University Police department. The results are then tabulated and entered into the Department of Education's website as required by law. The ASFSR is then compiled from this data.

Along with statistical information, the 2023 ASFSR includes many policy statements that accurately reflect UNA's current procedures and policies as they relate to overall campus safety. They are detailed to use language that should be understood by the general public.

The overall organization and development of UNA's ASFSR publication is administered and prepared by the UPD's Manager of Operations and Compliance and is reviewed for accuracy and in accordance with the U.S. Department of Education's Clery Act federal regulations and requirements. For questions pertaining to this document and the information contained within, please contact:

Hollon McCullar, Manager of Operations & Compliance - hbmccullar@una.edu.

UNA Clery Reporting Geography and Availability

All statistical categories and data are broken down by geographic area as they relate to UNA: **On-Campus, On-Campus Residential Housing, Non-Campus Building Property, and Public Property.**

UPD works with the Florence City Police Department for crime statistics taken from public property areas within campus or adjacent to campus to be included in the ASFSR.

Clery Geography Definitions

On-Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

On-Campus Residential Housing – On-Campus Residential Housing statistics are a subset of the On-Campus statistics. An On-Campus student housing facility is 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. It is a subset of On-Campus crimes that includes only those crimes that were reported to have occurred in residence halls or other student housing facilities.

Non-Campus Building Property – Any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes; is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property – Includes all public property, (including thoroughfares, streets, sidewalks, and parking facilities) that are within the campus, or immediately adjacent to and accessible from the campus.

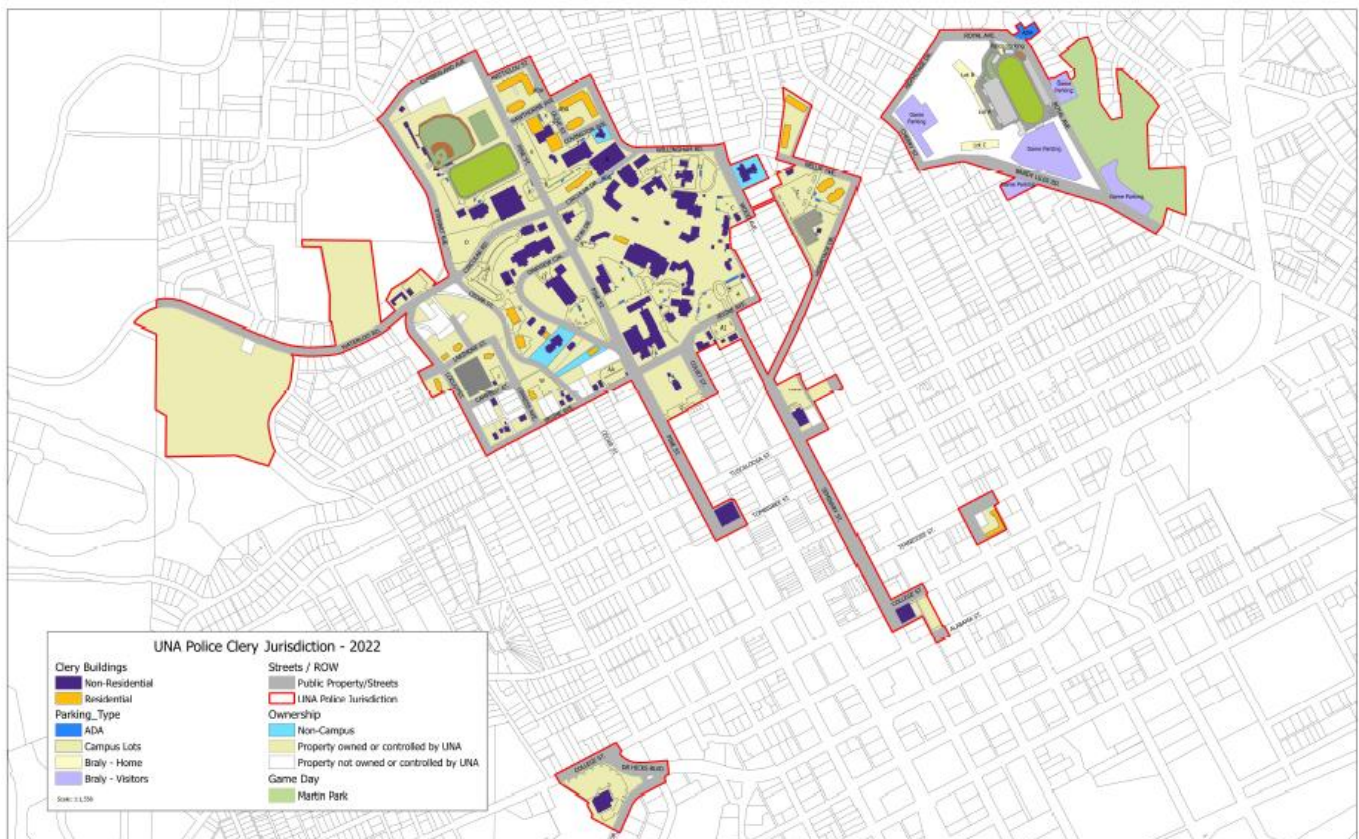
- (1) All public property, including streets, sidewalks and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another.
- (2) Any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1).
- (3) Any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

UNA Clery Geographical Maps for 2022

UNA maps are electronically accessible at <https://www.una.edu/map/index.html> unless otherwise noted.

Main Campus

University of North Alabama Clery Map - 2022

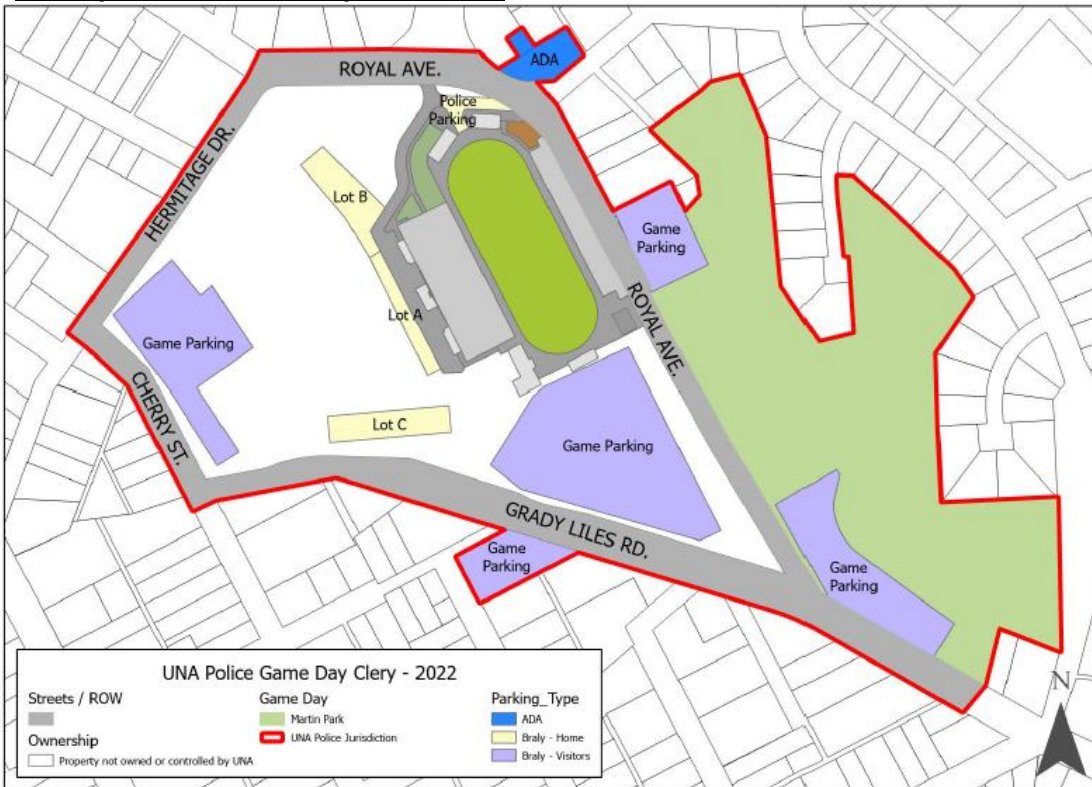


Main Campus (Pop-Outs)

Collins Medical Building - 541 W. College Street

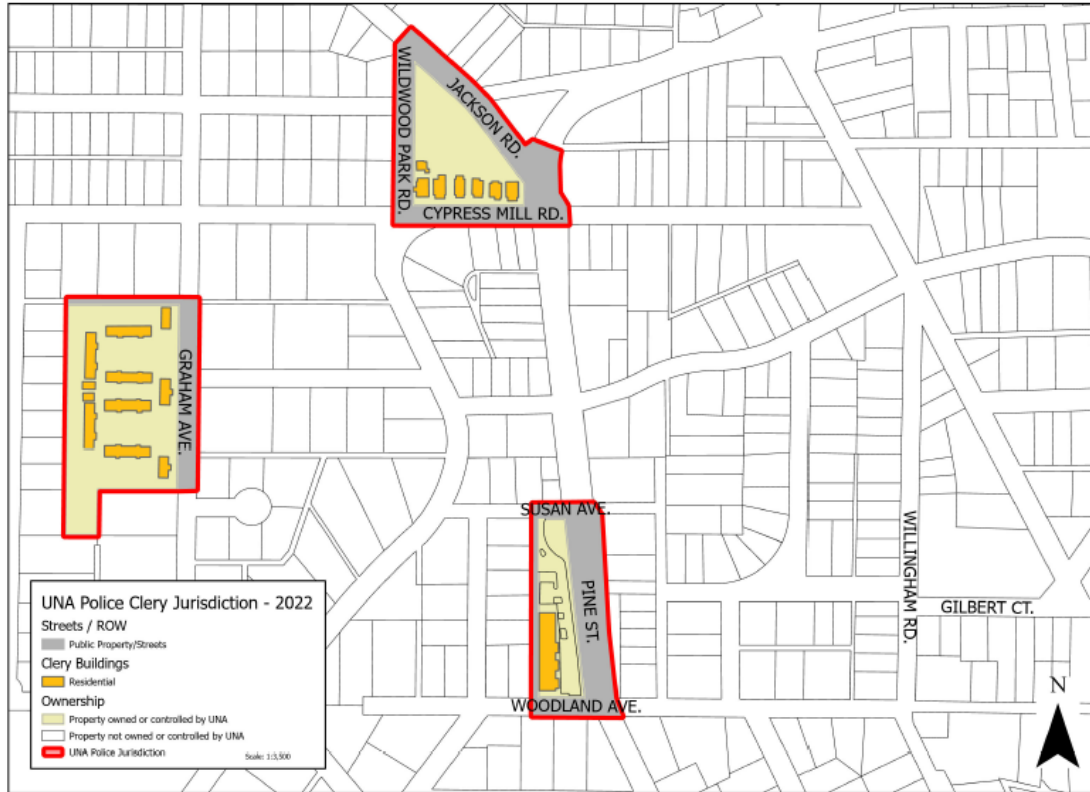


T. Braly Stadium – N. Royal Avenue

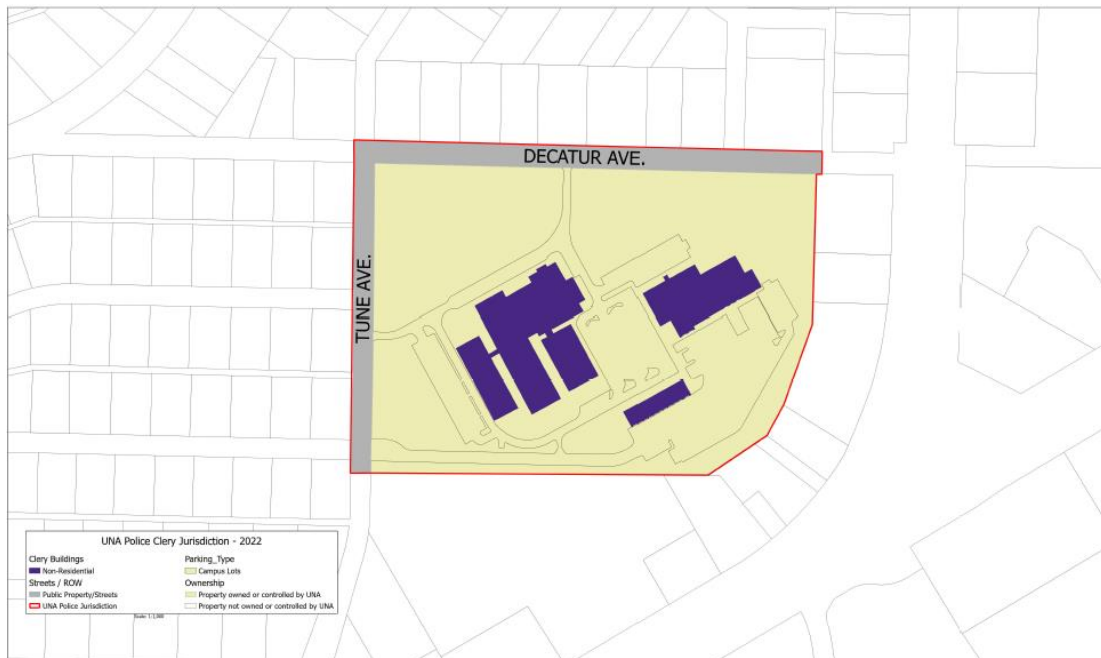


Residential Housing Apartments – On-Campus

Lion's Gate, Grandview & Cypress Flats Apartments



UNA East Campus – 1640 Tune Avenue



UNA Non-campus property

Women's Softball Facility – 2500 Chisholm Road



About the University Police Department (UPD)

Mission, Vision and Values of University Police

“It is the mission of the University of North Alabama Police Department (UPD) to maintain a safe and secure campus by providing quality public safety in partnership with the community.”

Vision

Our vision is a safe university campus where the community and members of the University of North Alabama Police Department (UPD) unite to enhance the quality of life.

Philosophy

- The vision of a safe and secure environment is shared with the University community, which includes students, faculty, staff and visitors.
- We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for pursuit of education and scholarship that brings people to UNA.
- We firmly believe in a community-oriented, problem-solving philosophy. The core components of the philosophy are prevention, partnerships and problem solving.
- Our officers are committed to preventing crime and disorder and focusing their efforts on eliminating the underlying causes of those problems.
- We will actively engage in partnerships with the community to address and solve problems.

- Partnerships are the foundation of effective problem-solving, safety, security and crime prevention. Through these partnerships and collaborative problem-solving, officers deal with problems, prevent crime and help maintain a community free of disorder and safe from natural and man-made disasters.

Values

Professionalism, Loyalty, Respect, Integrity, Innovation, Excellence, Teamwork and Service.

UPD is under the administration of the Chief of Police. The Chief of Police reports to the Associate Vice President for Facilities Administration and Planning, who reports directly to the Vice President of Business and Financial Affairs.

UPD's Authority, Arrest Powers and Jurisdiction

The priority of UPD is to protect life and property of the University community. UPD officers are on duty 24 hours a day, 7 days a week, enforcing federal, state and municipal laws, as well as upholding University rules and regulations, security and emergency response on campus.

All UPD officers are certified police officers in the State of Alabama, accredited by the *Alabama Peace Officers Standards and Training Commission*, who receive their powers and authority from Code of Alabama 1975, as amended §16-22-1 & 2 and §16-51-12. UNA currently employs 14 certified officers. UPD has original police jurisdiction on the UNA campus and coextensive jurisdiction in the City of Florence. All UPD officers are armed and have the authority to make arrests, issue citations, investigate crimes and perform such other duties of police officers as recognized under current Alabama law.

UPD is vested with full police power to serve the University community and have cooperative agreements with other law enforcement agencies throughout the State. All traffic regulations that apply anywhere in the State apply while on the University campus. UPD encourages you to follow the traffic laws and watch for pedestrian traffic while on campus.

UPD officers patrol on foot, bicycle, motorized scooter, Segway and in patrol cars year-round to protect and secure the University community. Officers perform patrol activities and other assignments in both uniform and plain clothes. The entire campus receives patrol coverage to prevent crime and to detect security and safety violations.

In addition to employing certified officers, the UPD employs 3 administrative staff, 12 Public Safety Officers (PSOs), 10 employees of the departments' Student Nighttime Auxiliary Program ("SNAP") and 1 student office workers. None of these positions have arrest powers. All are classified as CSAs and uphold UNA rules and regulations. UNA's Public Safety Officers (PSOs) are trained to assist police in security and emergency response on campus in accordance with federal, state, county and municipal laws as well as university rules and regulations. PSOs have jurisdiction to operate under these guidelines on UNA owned or controlled property only, and do not have arrest powers or authority in public areas where UNA does not own or control space or property.

UPD's Working Relationships with State and Local Law Enforcement Agencies

UPD cooperates fully with local and state law enforcement agencies in cases that involve both on- and off-campus jurisdictions or when the resources of an agency other than UPD can be used to facilitate the resolution of an investigation. Local police agencies and UPD exchange information on a regular basis and work together during UNA sporting and other community events. UPD works closely with and receives support from the Florence Police Department, Lauderdale County Sheriff's Office, Alabama State Troopers, Alabama Bureau of Investigations, and Federal Bureau of Investigation. It is our intention to foster a healthy working relationship

with these federal, state, county and local law enforcement agencies. These cooperative efforts enable UPD to work with, and for, UNA students and employees in situations that occur on- and off-campus.

UNA contracts police dispatch services locally through Florence Police Department's Communications Division. Dispatchers communicate calls for service to UNA Police and are trained and certified in emergency communication procedures. Communications Dispatchers provide computer searches for wanted fugitives, stolen property and information through the National Crime Information Center and Alabama Criminal Justice Information Center.

UPD protocol requires an immediate response to emergency calls. UPD's close relationships with local municipal and county agencies assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. UPD responds to and investigates all reports of crimes and/or emergencies that occur within the University's Clery geography. UPD personnel can also notify the City of Florence emergency dispatchers of emergency situations occurring on-campus via 9-1-1.

UNA has a memorandum of understanding (MOU) with the local Florence Police Department (FPD). The MOU complies with requirements set forth within the Clery Act and the working relationship between UPD and FPD. It is outlined within the MOU that FPD will assist UPD with investigations in cases where the UPD lacks the expertise or resources to investigate without assistance.

Reporting of Crimes and Emergencies

Reporting Crimes and Other Emergencies

To maximize safety on campus and complying with Department of Education federal regulations, UPD strongly encourages anyone with knowledge about any crime, suspicious activity or unsafe actions or conditions on-campus (either as a witness or as a victim) to make a prompt and accurate report to the University Police, regardless of whether they are required to do so. These reports can be made in-person or by telephone. Reporting does not mean that you are obligated to investigate or take legal action -- it may, however, help police officers and the institution stop further incidents from occurring, as well as help them keep the community informed about criminal activity. It will also assist in reporting accurate statistical information regarding crimes that occur on or near campus.

Crimes should be accurately and promptly reported to the University of North Alabama Police Department or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report. These crimes may include violations of UNA policy, Code of Student Conduct, civil or criminal law or any suspicious actions.

All UNA employees, staff or faculty, should accurately and promptly report any potential emergencies to UPD, a Campus Security Authority (CSA) or to an appropriate law enforcement agency. Additionally, individuals on campus with "significant responsibility" for student and campus activities are designated pursuant to federal law as CSAs. This includes employees across campus in all areas based on their role. CSAs should not attempt to investigate, but must report potential criminal activity of which they are aware to UPD and allow the police to investigate. Licensed and pastoral counselors are exempted from these reporting procedures and are confidential resources. (Further details regarding CSAs are outlined in the following section - **Campus Security Authorities (CSAs) or Preferred Receivers of Reports.**)

All persons in the UNA community, including University employees and students, who are not designated as CSAs, are encouraged to assist anyone reporting alleged criminal activity in contacting a designated CSA and/or the local police department in order to file a criminal report and to assist in making the incident report. Failure to report criminal activity to the CSA in a timely manner may result in disciplinary action by the University. Criminal activity may be reported voluntarily and confidentially to the CSA. Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

The following chart details multiple options for reporting crimes or suspicious behavior to proper authorities on- or off-campus.

To report an EMERGENCY situation, including fires and medical:

Dial 9-1-1

** All 911 calls are routed to Florence Police Department through the Lauderdale County 911 Center*

To make a formal report in-person and on-campus to be investigated:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Police (Officers on duty 24/7)	256.765.4357 Select option 1 or 2	police@una.edu	Keller Hall basement	8am-4:30pm, Monday-Friday	105 Shelby Way, Florence, AL 35632
Title IX Coordinator	256.765.4223	klhanbery@una.edu	202G Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Dean of Students	256.765.4698	mellis3@una.edu	202G Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632

Non-emergency service and resource contacts:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Health Services (confidential)	256.765.4328	healthservices@una.edu	Wilson Park Medical Building	7:45am-4:30pm, Mon-Thur; 7:45am-3:30pm, Fri	416 N. Seminary St., Ste 100, Florence, AL 35630
Student Counseling Services (confidential)	256.765.5215	counselingservices@una.edu	Rice Hall, 1st Floor	8am-4:30pm, Monday-Friday	726 N. Pine Street, Florence, AL 35630
Office of Student Conduct	256.765.5012	studentconduct@una.edu	202 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Case Manager	256.765.4531	hunderwood1@una.edu	202 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Mitchell-West Center for Social Inclusion	256.765.5158	socialinclusion@una.edu	Rice Hall, 1st Floor	8am-4:30pm, Monday-Friday	726 N. Pine Street, Florence, AL 35630
Center for Women's Studies	256.765.6198	socialinclusion@una.edu	Rice Hall, 1st Floor	8am-4:30pm, Monday-Friday	726 N. Pine Street, Florence, AL 35630
Disability Support Services	256.765.4214	dss@una.edu	111 Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632

To report off-campus crimes:

Department	Phone	Email	Physical Address
Florence Police Department	256.760.6500	https://florenceal.org/public_safety/police_department	702 S. Seminary St., Florence, AL 35630
Muscle Shoals Police Department	256.383.6746	https://www.msPolice.org	1000 E. Avalon Ave., Muscle Shoals, AL 35661
Sheffield Police Department	256.386-5630	http://www.sheffieldpolice.org/	600 N. Montgomery Ave., Sheffield AL 35660
Tuscumbia Police Department	256.383.3121	https://cityoftuscumbia.org/departments/police/	218 S. Dickson St., Tuscumbia AL 35674
Lauderdale County Sherrifs Office	256.760.5757	https://www.lauderdalesheriff.org	200 S. Court St., Ste 201, Florence, AL 35630
Colbert County Sherrifs Office	256.383.0741	http://colbertsheriff.net/	201 North Main St., Tuscumbia, AL 35674
Alabama State Troopers	256.383.9212	https://www.alea.gov/	4500 Hatch Blvd, Sheffield, AL 35660

** University Police officers can assist in notifying other law enforcement agencies.*

Student Organization Facilities

UNA operates no off-campus student organization facilities. Therefore, local police departments are not used to monitor and record criminal activity since there are no off-campus locations of student organizations. All student organizations recognized by UNA are headquartered on campus and therefore served by UPD. If you believe a crime has been committed within an on-campus student organization building, report the incident to the UNA Police, 256.765.4357.

UPD Response to a Crime Report

When you report a crime to UPD, an officer will meet with you, listen to what happened, and, if necessary, make a preliminary report. Next, investigators will review the report and conduct a follow-up investigation. If a suspect is found, and you decide to press charges, information will be presented to a warrant magistrate or may be presented to a grand jury, who decides if there is legal reason to arrest the suspect. If a legal reason is founded for arrest, UPD officers will assist you throughout the process. A court date will be set and you may have to be present to testify.

Prompt and Accurate Reporting of Crimes

As noted in the section **Reporting Crimes and Other Emergencies**, UPD encourages anyone with knowledge of a crime on- or off-campus to report it promptly and accurately. In order to maximize safety on-campus and aid in prompt investigations, we ask that you report any crime to UPD, including those defined by the Clery Act. Clery Act crime definitions are located in the **Clery Data Definitions** of this report.

Members of the community are helpful when they immediately report crimes or emergencies to the University of North Alabama Police Department, Office of Title IX and/or Dean of Students for purposes of including them in the annual statistical disclosure and assessing them for issuance of Emergency Notifications, Timely Warnings or other UPD advisory, if deemed necessary. UNA has designated the following CSAs as "preferred receivers" of reports:

Department	Phone	Email	Campus Location	Office Hours	Physical Address
University Police (Officers on duty 24/7)	256.765.4357 Select option 1 or 2	police@una.edu	Keller Hall basement	8am-4:30pm, Monday-Friday	105 Shelby Way, Florence, AL 35632
Title IX Coordinator	256.765.4223	khanbery@una.edu	202G Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632
Dean of Students	256.765.4698	mellis3@una.edu	202G Guillot University Center	8am-4:30pm, Monday-Friday	131 Shelby Way, Florence, AL 35632

Campus Security Authorities (CSAs) or Preferred Receivers of Reports

In addition to those working in campus safety and those designated as responsible parties within our campus security policies to receive crime reports, the Clery Act also requires designation and identification of CSAs on campus that meet the following definition.

CSAs are defined as:

- (1) A police or campus security department maintained by an institution.
- (2) An individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (3) An official of an institution who has "significant responsibility" for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

CSAs are required to participate in annual online Campus Security Authority training.

CSAs are informed to report crimes in a timely manner so that any criminal activity can be evaluated for timely warning purposes. A request for statistical information is sent via email survey annually to all CSAs as defined by federal law.

All CSAs are required to report any criminal acts that are brought to their attention through the reporting structure established by UNA.

- To report any criminal offense to UPD, a report may be completed electronically with UPD at https://cm.maxient.com/reportingform.php?UnivofNorthAlabama&layout_id=100, or dial 256.765.4357 (ext. 1 or 2) for assistance.
- To report specific information related to an alleged incident(s) of sex- and gender-based discrimination, harassment (including sexual misconduct), or retaliation, a report may be submitted with the Office of Title IX at https://cm.maxient.com/reportingform.php?UnivofNorthAlabama&layout_id=40 or dial 256.765.4223 for assistance.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the Chief of Police, or a designee of UPD, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Under the law, campus pastoral and professional counselors, when acting as such, are not considered CSAs and are not required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, UPD encourages counselors, if and when they deem it appropriate, to inform counseled victims of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Crimes reported to counselors at Student Counseling Services are not included unless the victim chooses to report separately to a CSA.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with: *Student Counseling Services* – 256.765.5215.

Professional Counselor Definition - An employee of an institution whose primary responsibility is providing psychological counseling to members of the institution's community and who is functioning within the scope of their license or certification.

Pastoral Counselor Definition - An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

- *UNA does not have a recognized pastoral counselor acting in this capacity at this time.*

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Executive Director of Health & Well Being, Victim Services Advocate - VSA (in partnership with Lauderdale County District Attorney's office) and the University Ombudsman. The Executive Director of Health & Well Being, VSA and Ombudsman, in their capacity as a CSA, can make confidential crime reports to UPD to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Executive Director of Health & Well Being, VSA, and Ombudsman will work closely with UPD in order to properly assess reports for timely warning consideration and to avoid double counting of crimes. A confidential meeting may be requested with the Ombudsman via email: satakeuchi@una.edu, or phone 256.765.4527; or the VSA via email: info@DAConnolly.com, or phone 256.764.6351.

If You Do Not Want to Make a UNA Police Report and/or Take Legal Action

Even if you don't want to take legal action, UPD encourages you to report criminal activity in order to help us maintain accurate statistical records. Since UPD is responsible for preparing the University's Annual Campus Security Report and for compiling the crime statistics included in the report, we would like to keep the community as informed as possible. The information you report may require UPD to issue an Emergency Notification, Timely Warning or other UPD advisory if they determine that the circumstances warrant such action. (See also **Timely Warnings and Emergency Notifications** section for more information)

You may also submit reports anonymously online via the UNA Police webpage by completing a "Silent Witness/Campus Crime Watch" form to help UPD gather information concerning a possible crime on campus. The **Silent Witness/Campus Crime Watch** form can be found here: <https://www.una.edu/police/campus-crime-watch.html>.

Crime Statistic Reporting and Daily Crime & Fire Log

Submission of UNA Crime Statistics to Federal Agencies

UPD submits crime statistics online to the Department of Education. Annually, we contribute crime statistics to the *Uniform Crime Report* published yearly by the Federal Bureau of Investigation by submitting data to the Alabama Criminal Justice Information Center. This detailed statistical report is available each year at academic and public libraries.

Daily Crime & Fire Logs/Summary of Criminal Incidents

According to the Clery Act, any institution that has a campus police or security department, must create, maintain and make available a "Daily Crime Log". The purpose of this log is to record criminal incidents and alleged criminal incidents, that are reported to or identified by the campus police. UNA also includes reports of Fire Alarms and disposition of the cause of the incident with the UNA Daily Crime & Fire Log.

UPD compiles statistical information from the contents of the UPD Daily Crime and Fire log, which contains summaries of each day's crime reports made to the UNA Police Department. These reported crimes are entered into the log within 2 business days of being reported. The crime log summaries include each incident's location, type, date, time and disposition of the complaint. UPD crime & fire logs are available for public viewing, 24 hours a day, on the UPD website at <http://www.una.edu/police/crimelog.html>. An updated copy is also available at the UPD office during business hours, located in the basement of Keller Hall, directly across from Cramer Way building.

UPD has a working relationship with the Florence Police Department Dispatch Center which forwards a *Calls for Service* report to UPD which includes the nature of calls for service as well as the address of calls for service that occur within the UNA geographic areas as well as UPD's expanded patrol jurisdiction. All crimes reported to other CSAs are managed by UPD and are included within the daily log as well.

UNA's Daily Crime & Fire Log entry reporting sources include:

- UPD (campus police)
- Title IX Coordinator
- Student Conduct
- Florence Police Department (Local Law Enforcement)
- Other CSAs.

Any identifiable information may be temporarily withheld from UNA's Daily Crime & Fire Log if there is clear and convincing evidence that the release would jeopardize an ongoing investigation or the safety of the suspect or the integrity of the case. UNA's Daily Crime & Fire Log is used, along with additional information, to gather the statistics that are required for inclusion in the annual security report and the annual Web-based data collection as required by the Federal Bureau of Investigation.

Campus Crime Statistics for UNA Main Campus

UNA MAIN CAMPUS CRIME STATISTICS 2020-2022	ON CAMPUS			RESIDENTIAL HOUSING			NON-CAMPUS BUILDING			PUBLIC PROPERTY		
GENERAL CRIMES AND VAWA OFFENSES REPORTED												
CRIMES	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	4	6	8	3	6	8	0	1	0	0	0	0
Fondling	1	2	7	1	1	6	0	1	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	6	0	0	5	0	0	0	1	0	0	0
Burglary	6	6	4	0	2	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0	0	0	0
Arson	0	1	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Dating Violence	2	1	0	1	1	0	0	0	0	0	0	0
Domestic Violence	2	3	8	0	3	7	0	0	0	0	0	0
Stalking	5	7	6	4	5	4	0	0	0	0	0	0
ARRESTS AND REFERRALS FOR LIQUOR, DRUGS, WEAPON LAW VIOLATIONS												
ARRESTS	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Arrests	0	0	6	0	0	5	0	0	1	1	1	5
Drug Law Arrests	3	5	7	2	1	3	0	0	0	2	6	18
Weapons Violations Arrests	0	0	0	0	0	0	0	0	0	0	1	0
REFERRALS	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Referrals	44	43	53	37	38	52	1	2	0	2	0	0
Drug Law Referrals	45	21	16	35	21	16	0	0	0	1	3	1
Weapons Violations Referrals	0	0	0	0	0	0	0	0	0	0	0	0

- There were no **Hate Crimes** reported at Main Campus for the years 2020, 2021 or 2022.
- Total **Unfounded** crimes reported in 2020, 2021, 2022 for Main Campus:

2020	2021	2022
1	0	0

Corrections to crime statistics within 2023 Annual Security and Fire Safety Report

On 9/27/2023, UNA received notice from an official Clery Act review and became aware of a selection of crimes that were not properly disclosed for the 2021 calendar year within the 2022 Annual Security and Fire Safety Report for the Main Campus. Due to the recent review, these changes were reevaluated and altered between 9/27/23 and 9/29/23, and have been updated to reflect proper disclosure for the 2021 year within this 2023 annual security report.

Campus Crime Statistics for UNA East Campus

UNA EAST CAMPUS CRIME STATISTICS 2020-2022	ON CAMPUS			NON-CAMPUS BUILDING			PUBLIC PROPERTY		
GENERAL CRIMES AND VAWA OFFENSES REPORTED									
CRIMES	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA OFFENSES	2020	2021	2022	2020	2021	2022	2020	2021	2022
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
ARRESTS AND REFERRALS FOR LIQUOR, DRUGS, WEAPON LAW VIOLATIONS									
ARRESTS	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Violations Arrests	0	0	0	0	0	0	0	0	0
REFERRALS	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapons Violations Referrals	0	0	0	0	0	0	0	0	0

- There were no **Hate Crimes** reported at East Campus for the years 2020, 2021 or 2022.
- There were no **Unfounded** crimes reported in 2020, 2021, 2022 for East Campus.
- There are no **On-Campus Student Housing Facilities** at this campus.

Timely Warning Alerts, Evaluation and Distribution

UNA wants to assure that all students, employees and visitors on UNA's Main Campus or UNA's East Campus are alerted promptly to potentially dangerous criminal situations on or near both UNA campuses so that they have both the time and the information necessary to take appropriate precautions or actions. The Clery Act also requires UNA to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving, an immediate threat to, the health or safety of students or employees occurring on-campus. UNA's primary alert notification system is known as the **Lion Alert**.

Lion Alert Notification System

As part of UNA's ongoing effort to safeguard students, faculty and staff, the University has an emergency communications notification system, powered by High Ground Solutions cloud-based CampusCast Rapid Notification System, labeled the **UNA Lion Alert** system. Lion Alert allows students, faculty, and staff to receive timely warnings or emergency notifications in the form of e-mail, voice and text messages.

Everyone who has an UNA e-mail address, is auto-enrolled and automatically receives these alerts to their campus e-mail address. In order to also receive text and voice message alerts, UNA students, employees and members of the campus community are asked to provide phone contact information by signing up online (see below for **Signing Up for Lion Alert**). While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged.

The system is used to distribute information regarding emergencies that dictate immediate action. Examples of alerts include severe weather, building evacuations, dangers requiring lock-down, shelter-in-place or other emergencies requiring immediate action. The message directs students where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement. The Lion Alert notification system is tested on a routine basis to ensure that all Lion Alert participants are notified in the event of an emergency.

Signing Up for Lion Alert

Students, Faculty and Staff: All student, faculty and staff campus e-mail address are automatically enrolled in Lion Alert. You must register your phone number to receive Lion Alerts directly to your phone via text or voice mail.

To register, visit <https://www.myschoolcast.com/go/una/> or you can access the Lion Alert site from UPD's website at <https://www.una.edu/police/alerts.html>. Your account login information will be the same user name and password that is utilized for all other UNA login credentials.

Campus Visitors, Community Members, and Parents: You may also receive notifications for Lion Alerts. Nixle, our emergency notification system, is designed to help improve communications during a campus emergency, keeping you up-to-date on what's going on around the UNA campus. Information on how to sign up using Nixle can be found at <https://www.una.edu/police/alerts.html>.

Campus visitors may also text "35632" to 888777 to receive notifications. Text message rates may apply, and you may opt out at any time.

For technical assistance with your online Lion Alert account, or for general questions please contact the Office of the Vice President for Student Affairs at 256.765.4698 or email thillpatterson@una.edu.

Timely Warnings

“**Timely Warning**” notices will be distributed via Lion Alert if a reported Clery Act crime is reported to or occurred within the UNA Clery Geography (On-Campus, On-Campus Residential Housing, Non-campus and Public Property), and considered by the University to represent a serious or ongoing threat to students and employees as reported to UPD, CSAs or other local agencies. It is expected to be distributed quickly and to reach the entire campus community (to recipients on Main Campus and East Campus) in order to aid in the prevention of similar crimes. As soon as pertinent information is available, a Timely Warning will be issued as stated below. The disseminated information will minimally include the date/time of incident, location and nature of crime. The Timely Warning will include promotional safety information that may assist individuals in protecting themselves and will confidentially withhold the names of victims.

Public Safety Advisories

UPD may issue “**Public Safety Advisories**” to the University community in instances that do not warrant a Timely Warning notification and provide detailed information, in order to heighten their safety awareness. These Public Safety Advisories are not utilized to represent a serious or continuing threat or an emergency situation to the campus community, but instead, may provide information that can enhance personal safety and security on-campus. UPD’s working relationship with local and State law enforcement agencies facilitates communication about crime reported to outside law enforcement agencies that may warrant issuance of a Public Safety Advisory.

In such situations, every attempt will be made to distribute a Public Safety Advisory within a reasonable amount of time that the incident is reported; however, release of the Public Safety Advisory is subject to the availability of facts concerning the incident or situation. UPD may utilize any, or a combination of, methods for putting out an advisory to include but not limited to Lion Alert, e-mail, web site, Facebook, flyers or other means to disseminate important information throughout the campus community.

Issuing Timely Warnings

A “**Timely Warning**” must be issued when both of the following conditions are met:

- (1) The reported crime meets the definition of Clery Act crimes as classified by Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS), such as crimes of:
 - Murder/Non-Negligent Manslaughter;
 - A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another;
 - Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger UNA community);
 - Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning notice, but will be assessed on a case-by-case basis);
 - Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the UNA Chief of Police, or designee; in cases involving sexual

assault, they are often reported long after the incident occurred, thus there is no ability to distribute a Timely Warning notice to the community; all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning notice;

- Major incidents of Arson;
- Other Clery crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence.

(2) Crime is considered by the University to represent a serious or ongoing threat to students or employees.

A Timely Warning may be issued regarding other crimes as deemed necessary by UPD. UNA is not required to issue a "timely warning" with respect to crimes reported to a pastoral or professional counselor. The Chief of Police serves as the primary assessor of the timely warning and determining if a Timely Warning will be issued. The Chief of Police, or designee, will draft the warning content to be issued upon report of any crime occurring on-campus or contiguous to campus. Timely Warning notices are typically distributed by the Chief of Police, or designee.

The Chief of Police MUST be notified immediately by the senior officer on duty of any serious or continued threat on campus that may result in issuance of a Timely Warning. (See **Notification System Matrix for Serious and Immediate Threats On-campus** for more information about how notifications are accessed and emergency messages are distributed.)

Determining Whether a Continued Threat Exists

Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis considering all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Examples of crimes that could constitute a continuing threat include but are not limited to:

1. A serial crime that targets certain campus populations such as sex-based or race-based crimes in which the perpetrator has not been apprehended.
2. A crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.

Example of crimes that would not constitute a continuing threat include, but are not limited to:

1. Crimes in which the perpetrator has been apprehended, thereby neutralizing the threat.
2. Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Keeping these examples in mind, the Chief of Police, or designee, will assess the reported crime(s) and evaluate the incident in its entirety in order to warrant the need for the timely warning. If a timely warning is validated, the Chief of Police, or designee, will create the content of the message and confirm that the distribution of the warning is completed.

Distribution of Timely Warning

If a situation arises within UNA's Clery Geography that the Chief of Police judges as a serious or ongoing threat, a campus wide Timely Warning notification will be issued and distributed through the Lion Alert system to students, faculty, staff and any other enrolled participants. The Lion Alert will be disseminated by the Chief of Police, or designee. On a case-by-case basis, the Chief of Police may decide to utilize a secondary notification outlet in addition to the Lion Alert warning.

Once it is determined that a Timely Warning is necessary, the Chief of Police, or their designee, may consult with the reporting authorized CSA for the assistance with the message content for distribution. Contract administrators, project managers and others who have a responsibility for contractors and vendors on-campus will immediately convey the warning to respective contractors and vendors.

The Timely Warning notice will contain the following information regarding the crime/incident:

- the nature of the crime or incident,
- the date, time, location,
- instructions detailing recipients of what actions they need to take to protect themselves,
- a crime prevention or safety tip,
- and, any other information deemed appropriate to include.

Any designated CSA who observes or receives information regarding any of the Clery Act crimes must immediately report the information to UPD. Any of these reported crimes posing a serious or continued threat to the community will be called to the attention of the Chief of Police or the senior most police official available.

Although federal regulations provide no clear guidelines on the length of time between the receipt of a crime report and the dissemination of Timely Warnings, the Chief of Police, or designee, will take no more time than necessary to analyze the threat and disseminate the warning in a manner that is “timely” or as soon as pertinent information is available.

Emergency Notifications

UPD and Emergency Management may receive situational information from various offices/departments on campus, such as Environmental Health and Safety, University Health Services, Facilities Administration and Planning and CSAs, as well as local first responders, Public Health Officials and/or the National Weather Service that may pose an immediate threat to students or employees on campus.

If UPD and the Emergency Management team confirms that there is an emergency or dangerous situation that poses an immediate threat on-campus to the health or safety to some or all members of the UNA community, they will first collaborate in efforts to “confirm” and “verify” that such a situation exists. If confirmed, UPD will proceed in issuing an Emergency Notification to those directly impacted by the emergent situation.

Notification to the UNA Community about an Immediate Threat

When an emergent situation that may potentially impact those on campus has been confirmed, an Emergency Notification is warranted. These notices are intended to reach the entire campus community, if necessary, or it may be potentially sent to only a portion of the campus that may be affected.

UPD will, without delay and considering the safety of the community, determine the content of the notification and initiate the Lion Alert notification system, unless issuing a notification will in the professional judgement of responsible authorities, (including, but not limited to: UPD, Florence Police, Florence Fire, and/or Florence Emergency Medical Services) may compromise the efforts to assist a victim; or may hinder in containing, responding or otherwise mitigating the present emergency. The Chief of Police will utilize the Lion Alert system for primary distribution. The Chief of Police, or designee, may utilize a secondary system for Emergency Notification if deemed necessary.

Notification System Matrix for Serious and Immediate Threats On-campus

Emergency/Immediate Notification Distribution Matrix							
Notification Type	Primary Notification System	Primary Message "Assessor"	Backup Message "Assessor"	Primary Message "Creator"	Backup Message "Creator"	Primary Message "Sender"	Backup Message "Sender"
Timely Warnings (Secondary Notification Systems may not be immediately considered during an immediate threat)	"Lion Alert" - UNA's Emergency Notification System (All UNA affiliates receive email notice; and/or those users opted in text and voicemail notices)	Chief of Police	Captain of Police; or, Sergeant (Day Shift Operations)	Chief of Police	Captain of Police; or, Sergeant (Day Shift Operations), or "Assessor" may designate Manager of Operations & Compliance as proxy when law enforcement presence is needed immediately.	Chief of Police	Captain of Police; or, Sergeant (Day Shift Operations), or "Assessor" may designate Manager of Operations & Compliance as proxy when law enforcement presence is needed immediately.
Emergency Notifications or Advisories	"Lion Alert" - UNA's Emergency Notification System (All UNA affiliates receive email notice; and/or those users opted in text and voicemail notices)	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police	Captain of Police; or, Sergeant (Day Shift Operations), or "Assessor" may designate Manager of Operations & Compliance as proxy when law enforcement presence is needed immediately.	Chief of Police	Captain of Police; or, Sergeant (Day Shift Operations), or "Assessor" may designate Manager of Operations & Compliance as proxy when law enforcement presence is needed immediately.
	Secondary Notification Systems	Primary Message "Assessor"	Backup Message "Assessor"	Primary Message "Creator"	Backup Message "Creator"	Primary Message "Sender"	Backup Message "Sender"
	Mass Email	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police	Director, Media & Public Relations	Assoc. VP of Facilities Administration & Planning	Assistant to Vice President of Business & Financial Affairs
	UNA webpage banner	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police or Director, Media & Public Relations	Director, Media & Public Relations	Director, Media & Public Relations	Director, Enrollment Marketing & Digital Communication
	UNA Social Media Platforms	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police or Director, Media & Public Relations	Director, Media & Public Relations	Director, Media & Public Relations	Director, Enrollment Marketing & Digital Communication
	Press Release	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police or Director, Media & Public Relations	Director, Media & Public Relations	Director, Media & Public Relations	Communication & Event Coordinator
	Digital signage (GUC Building)	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Chief of Police	Captain of Police, Sergeant (Day Shift Ops), Assoc. VP of Facilities Administration & Planning, Director of Environmental Health & Safety, or Local Law Enf.	Director of Student Engagement	Coordinator of University Center Operations & Event Management

UNA will post updates during a critical incident via Lion Alert notification system. If any of the primary or secondary systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency. After an Emergency Notification is sent, follow-up information regarding the threat will be distributed using the initial notification communication systems that was used to send the message (except fire alarm).

If an emergency situation poses a threat to the general public, outside of the UNA community, the threat will be communicated to local emergency response officials in order to increase response efforts and alert the public through the appropriate communication channels. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the University of North Alabama home webpage banner and/or UNA social media platforms.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency Response and Evacuation Procedures

The emergency response and evacuation requirements are intended to ensure that UNA,

- Has sufficiently prepared for an emergency situation on campus;
- Is testing these procedures to identify and improve any weaknesses; and
- Has considered how to inform the campus community and others in the event of an emergency.

UNA's Emergency Management Plan outlines the campus' procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides management structure for coordinating and deploying resources. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. UNA conducts emergency response exercises each year, such as tabletop exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether the exercise was announced or unannounced.

UPD officers and supervisors have received training in **Incident Command** and **Responding to Critical Incidents on Campus**. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the UPD, Florence Police Department, Florence Fire Department and Lauderdale Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other public safety departments and other local or federal agencies could also be involved in responding to the incident.

General information about UNA's emergency response and evacuation procedures are publicized each year, in conjunction with at least one test per calendar year, as a part of an ongoing effort to increase awareness. Detailed information about the UNA Emergency Management Plan and departmental contingency and continuity plans are available on the UPD's website: <https://www.una.edu/emergency-management/index.html> or on the Mane Safety page at <https://www.una.edu/manesafety/>.

UPD has the responsibility of responding to, and summoning, the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, UPD has a responsibility to respond to such incidents to determine if the situation does pose an immediate threat to the health or safety of students or staff in the campus community. If that is the case, federal law requires that the institution immediately notify the campus community, or the appropriate segments of the community, upon confirmation of a significant emergency or dangerous situation.

Reporting an Emergency On-Campus

Imminent emergencies occurring on campus should be reported to UPD by dialing 256.765.4357 (ext. 1 or 2) for emergency responders or dial 9-1-1.

Procedures for Testing Emergency Response and Evacuation Procedures

In compliance with the Clery Act, UNA is required to publicize the procedures to test emergency response and evacuation procedures on an annual basis, including:

- Detailing that the tests may be announced or unannounced;

- Publicizing institutional emergency response and evacuation procedures in conjunction with at least one test per calendar year;
- Documenting each test and the description of the exercise, date, time, and whether it was announced or unannounced.

These required procedures must be followed as depicted in order to complete “test” criteria.

“Test”

A “test” is defined as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. To comply with Clery requirements, the test must meet all of the criteria within the definition in order to complete a test (drill, exercises and follow-through activities).

- **Drill** – an activity that tests a single procedural operation.
- **Exercise** – a test involving coordination of efforts (can be in the form of a tabletop, functional or full-scale exercise).

UNA coordinates fire evacuation drills in conjunction with the Florence Fire Department each semester for all residential facilities on the UNA campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At UNA, evacuation drills are used to educate and train occupants on issues specific to their building.

In these drills, students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Florence Fire Department does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Florence Fire Department, UPD and Housing and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. These drills also provide the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Florence Fire Department, UNA Facilities Administration and Planning Division, UPD and Housing and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their “first-floor” meetings and during other educational sessions that they can participate in throughout the year. The Housing and Residence Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

General Evacuation Procedures

At the sound of a fire alarm, or if you are instructed to evacuate a building, leave your work area immediately and proceed to the nearest exit. If you are the first to recognize a fire situation, activate the fire alarm, evacuate to a safe location using the nearest exit, and notify UPD (256.765.4357) or dial 9-1-1.

1. Remain calm.
2. Do NOT use elevators; use the stairs.
3. Assist the physically impaired. If they are unable to exit without using an elevator, secure a

safe location near a stairwell, and immediately inform UPD, or the responding Fire Department, of the individuals' location.

4. Proceed to a clear area at least 150 feet from the building and keep walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-In-Place Procedures – What it Means to “Shelter-In-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Therefore, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made safe, secure and comfortable until it is safe to go outside.

Basic “Shelter-In-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside (seeking an interior room) until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-In-Place”

A “shelter-in-place” notification may come from several sources, including UPD, Housing and Residence Life, Florence Police Department, Florence Fire Department or other authorities utilizing the University's emergency communications tools.

How To “Shelter-In-Place”

No matter where you are, the basic steps of “shelter-in-place” will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency “shelter-in-place” supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask a present, responsible UNA employee to call the list in to the University Police or Emergency Operations Center so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Security and Access of Campus Facilities

Security Considerations in the Maintenance of University Facilities

The UNA campus is made up of a variety of facilities, student residences and academic/administrative buildings. Most buildings are controlled by secure card access readers.

In the daytime, while classes are in session, there is open access to academic and administrative buildings, which are locked before and after their business hours. After business hours, access to academic and administrative buildings are set to lock/unlock as scheduled through the access card reader system. If the building has not been secured with card access, then these buildings are secured each night with collaboration from UNA Environmental Services night-shift staff and University Police. In addition to officer patrols, the University has invested in video camera systems. Employees who have access to administrative/academic buildings for after-hours work should lock the exterior doors behind them after they enter, and they are encouraged to follow all personal safety precautions.

Policies and procedures relating to health and safety are articulated in documents such as the UNA “**Environmental Health and Safety Manual**”, which is available in its entirety to employees and students on Facilities Administration and Planning's webpage at: <https://www.una.edu/facilities/environmental-health-and-safety/ehs-guidelines.html>.

The Director of Environmental Health and Safety has administrative responsibility for ensuring a safe campus environment. The University Police Department Chief of Police has administrative responsibility for campus security. Multiple offices and department heads assume responsibilities for health, safety and security. UNA Maintenance, Environmental Services and Grounds departments are regularly reviewed for health and safety concerns. When an issue is observed, it is promptly addressed or a work order is generated through the University work order system, WebTMA. Additionally, the Safety and Emergency Preparedness Committee reviews information and serves as an advisory committee on the University's emergency/disaster preparedness and other safety and health matters.

To help gain a better understanding of all the secure measures UNA provides to our buildings, please view the detailed information of each feature below:

- **Video Camera System:** UNA is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the proper utilization of a security and safety camera system. UNA utilizes over 250 cameras across campus to deter crime and assist in protecting the safety and property of the UNA community.
- **Card Access Readers at Buildings:** UNA has over 120 installed card access points on exterior doors of many buildings and all residence halls. The card readers only allow entry to users with approved UNA identification cards that are specifically encoded to validate their entry into the building or residence hall. UNA continues to implement access control points on campus, with the goal of an exterior access control point on every academic building. Card access is assigned to students and staff based on data from our Student Information System (Banner), and our Information Technology Services area regulates automated processes that run hourly to assign and revoke access levels based on qualifications associated with their involvement on campus.

- **Building Lock-down Access:** All UPD officers carry a lockdown card that can be presented to any building access reader and it will immediately lock down all access control points.
- **Architectural Design:** UPD provides input into the design of new and renovated campus facilities as it relates to physical and electronic security systems.
- **Security/Health and Safety Surveys:** For University departments who request assistance, security surveys are conducted by UPD sworn personnel.
- **Grounds and Building Perimeter Surveys:** The University works to see that the indoor and outdoor lighting on campus contributes to safety. The UNA Facilities Administration and Planning Department and UPD routinely monitor exterior on-campus lighting to ensure that current equipment continues to meet the needs of the University community. Anyone who observes an outdoor light that is not working is encouraged to report the outage to University Facilities by calling 256.765.4274.
- **Safety & Emergency Preparedness Committee:** This committee serves as part of the UNA Shared Governance as a task committee to advise on the University's emergency/disaster preparedness and other safety and health matters. They oversee and develop the UNA "Environmental Health and Safety Manual".
- **Send Police! Silent Alert Desktop Icon:** When enabled on UNA desktops, this feature will silently alert Dispatch to send assistance to the desktop location.

Security Considerations in the Maintenance of Residential Halls

For residence halls with common areas, doors are equipped with a card-swipe access reader. Access to the building is granted only to the residents of the hall who have their UNA identification number encoded into the card access system by Housing and Residence Life. Any resident who finds their card access not working properly or loses their Mane Card should notify Housing & Residence Life and/or Mane Card office as soon as possible. Student residence halls have entrance desks that are staffed by resident assistants during open hours.

Students who have access to administrative/academic buildings for after-hours work should lock the exterior doors behind them after they enter, and they are encouraged to follow all personal safety precautions. If you must study or work alone at night in a campus building, be sure a friend knows where you are and when you will return home. You may utilize UPD's Student Nighttime Auxiliary Patrol ("S.N.A.P.") to escort you to and from your destinations on-campus. <https://una.edu/police/snap.html>.

Housing & Residence Life staff, along with UPD, monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity. University Police and Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

In addition, Housing & Residence Life encourages residents to be aware of their environment and make decisions that help to ensure the safety of themselves and their community by adhering to the following practices and guidelines:

- **Do Not Prop Doors:** For security reasons, doors in the residence halls are kept locked. Propped doors make it easier for unauthorized persons to enter the building. For the safety of yourself and others in the residence halls, do not prop open any residence hall doors and close propped doors when you see them.

- **Always Lock Your Room:** It is imperative that you lock your room door each and every time you leave as well as when sleeping. Report any lost or stolen keys to the Housing & Residence Life office immediately.
- **Escort Your Guests:** Residents are required to escort their guests at all times and are responsible for their actions. If you see an unescorted guest in the residence halls then contact a member of the Housing & Residence Life staff for assistance. Do not let the person continue unescorted. The contact number for your specific Resident Advisor (RA) on duty is posted in the lobby and on each floor of the building.
- **Bomb Threat:** If a bomb threat is announced in your residence hall, follow the directions provided by your hall staff and/or the UNA Police. It is important that you remain calm and that you cooperate fully.

The University of North Alabama takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community. The University will continue to implement access control points on campus, with the goal of an exterior access control point on every academic building.

Additional UNA Security Policies and Statements

Dangerous Weapons & Firearms Statement

Except as otherwise stated in this policy or as otherwise allowed by law, UNA prohibits the possession, transportation and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors and visitors. The University Police Department provides temporary storage (no more than 48 hours) for lawfully possessed firearms at the on-campus police department in the basement of Keller Hall.

Consistent with Alabama law, all persons are strictly prohibited from possessing firearms at locations where guards and other security features are employed, such as athletic events.

“**Firearm**” is defined as a pistol, handgun, rifle, or shotgun and any associated ammunition.

“**Dangerous Weapons**” includes the following:

- Any device that shoots or delivers a bullet, BB, pellet, arrow, dart, flare, electrical charge, or other projectile, whether loaded or unloaded, including those devices powered by CO2.
- Any explosive device, including fireworks.
- Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual, including, but not limited to, non-culinary knives with a blade greater than four (4) inches.
- A firearm, as defined herein, is not included in this definition of dangerous weapon.

Persons on campus and in violation of UNA policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

This policy does not prohibit use or possession of dangerous weapons or firearms:

- By certified law enforcement officers acting within the scope of their employment;
- By private security, who with express prior permission of University Police, possess firearms or dangerous weapons while in the employ of UNA or for a permitted event;
- By members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that University Police has pre-approved (i.e. ROTC members);
- At the President's home;
- By law enforcement officers who are attending classes as students. If, however, law enforcement officers are not in uniform during class, they must keep their weapons concealed.

No other individual may possess a firearm on campus, except for a lawfully possessed firearm properly maintained in the individual's privately-owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Any other use or possession of dangerous weapons or firearms on campus must be authorized by University Police.

UNA's Policy Regarding Workplace Threats and Violence

The safety and security of its employees, students and visitors is of utmost importance to UNA. Threats, acts of violence or threatening behavior against students, employees, visitors, third party vendors or other individuals by anyone on property owned or controlled by UNA, will not be tolerated.

Threats, acts of violence or threatening behavior include but are not limited to:

- Physical acts;
- Intentional or willful damaging or destruction of property;
- Verbal or written harassing and/or threatening statements;
 - Verbal and/or written behavior also includes use of any method of communication such as email, comments posted on websites, or other social media, regardless of the ownership of the equipment used;
- Telephone calls or other electronic messages;
- Threatening gestures, expressions or other behavior such as stalking or intimidation.

University employees who witness, receive or are informed of any type of threat, act of violence or threatening behavior on-campus or related to the campus should notify their supervisor or UPD at 256.765.4357, as quickly as is possible. Additionally, employees should report any behavior or communication which they regard as threatening or violent, when that behavior may be acted upon on a University-controlled site or at a University-related function. Employees bear the responsibility for making these reports regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Reports of threats, threatening behavior, or acts of violence made or committed by an employee will be investigated appropriately. If an investigation reveals cause for concern, the University may take action, which could include the removal of the employee from campus until such time as a determination could be made regarding the employee's status. Disciplinary action will be commensurate with the level of severity of the threat, behavior or act, and may include, but will not be limited to, a written reprimand, suspension or termination of employment, and/or the filing of criminal charges, criminal arrest and/or prosecution of the employee involved.

No existing University policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

The University recognizes and respects the need for privacy and confidentiality of reporting parties and will handle their reports with extreme discretion. Confidentiality will be maintained to the extent possible. Anonymous reports, which are not recommended, will be investigated to the extent possible, but the process may be restricted by the lack of full disclosure.

At no time does this policy prevent anyone from calling 9-1-1 should they feel there is an immediate threat to their own safety or the safety of others.

Any employee who applies for or obtains a protective or restraining order which lists University locations as protected areas must provide UPD with a copy of the petition and declarations used to seek the order and a copy of the temporary or permanent protective or restraining order which is granted.

**Student policies regarding threats, threatening behavior and acts of violence are detailed in the Code of Student Conduct portion of the Student Handbook.*

Drug and Alcohol Abuse

Summary of the UNA Drug and Alcohol Abuse Policy

It is the policy of the University of North Alabama that the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees on its property, or as a part of any of the University's activities, is prohibited. UPD has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

In compliance with UNA policies and the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, UNA has implemented a Drug Abuse and Alcohol Prevention Program (D.A.A.P.P.) to ensure a drug-free campus and workplace by:

- Establishing procedures and developing informational materials to annually distribute to students and employees.
- Providing recommendations to promote and further develop the University's drug and alcohol prevention program.
- Evaluating the University's drug and alcohol prevention program biennially to determine its effectiveness and ensure that disciplinary sanctions are consistently enforced.

More information about this program can be located at <https://www.una.edu/student-conduct/awareness/daapp-20211.pdf>.

All members of the University 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 Code of Student Conduct, the faculty standards of conduct, regulations governing conduct of classified employees and other UNA policy statements. The UNA Drug and Alcohol Abuse Policy applies to all members of the University 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.

UNA maintains that all members of its community have the right to pursue their individual and collective goals in a healthy educational environment, one that is free of the effects of alcohol and drug abuse. Such abuse adversely affects UNA's achievement of its mission and is not condoned. Responsibility for problems of substance abuse resides with each member of the University community.

UNA abides by all laws governing alcohol and other controlled substances, and provides educational and rehabilitative counseling to its students, staff and faculty. UNA has a zero-tolerance policy on the sale, distribution or use of drugs, on- and off-campus; which additionally applies to behavior that occurs on property owned or controlled by the University or at University sponsored or supervised activities. UNA continues its commitment to cooperate 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 the University community.

The University'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. UNA 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 through the University.

Employee Standards for Conduct Regarding Drug & Alcohol

Students, faculty and staff who violate a local, state or federal drug or alcohol statute may be referred to the appropriate law enforcement officials for prosecution. Additionally, an employee who violates the law or the provisions of this University's drug and alcohol policy will be referred to the appropriate supervisor for appropriate disciplinary action. University-imposed sanctions may include suspension or termination. As an alternative to disciplinary action, UNA may require an individual to successfully complete a drug or alcohol recovery program in an approved treatment facility.

An individual who has drug, alcohol or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring individuals to various community agencies which are trained and equipped to treat drug or alcohol problems. These referral services are available for all employees through the supervisor, department head or Assistant Vice President for Human Resources.

The provisions of this policy apply to all, full-time or part-time, including professional and nonprofessional employees, and any persons on UNA campus for any purpose.

The UNA Board of Trustees empowers the University President, or his administration, to administer this policy. The University President is further empowered to take all actions necessary to comply with the United States Department of Education *Drug-Free Schools and Campuses Regulations*, as currently written, or to be promulgated in the future.

Full drug and alcohol abuse policy from the employee handbook can be found at:
<https://www.una.edu/employee-policy-manual/PDFs/Policies/Drug%20and%20Alcohol%20Abuse%20Policy.pdf>.

Student Code of Conduct Regarding Drug & Alcohol

Students attending UNA are held accountable to the Code of Student Conduct which prohibits the unlawful possession, use, sale or distribution of alcohol and other drugs by students and student organizations. UNA's Office of Student Conduct adheres to the University's *Drug and Alcohol Abuse policy* and holds students' behavior accountable to its conditions as well as other alcohol-related misconduct.

The regulations also prohibit other alcohol-related misconduct. Students under the age of 21 are prohibited from possession and/or consumption of alcohol. All students are prohibited from the possession, use, sale or distribution of illegal drugs. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements and guidelines outlined in the University's *Statement of Alcohol Use* as they pertain to these recognized social events.

In regards to alcohol use for those students over the legal age within the State of Alabama, they shall follow additional guidelines outlined in the *UNA Statement of Alcohol Use* as it pertains to Housing and Residence Life regulations, in or around campus housing.

Full Student Conduct policies and procedures can be found at: <https://www.una.edu/student-conduct/policies/index.html>.

Possession, Use, Sale and Distribution of Alcoholic Beverages at UNA Sponsored Events and Recognized Student Organization Social Events

UNA prohibits the unlawful possession, use, sale or distribution of alcohol and other illegal drugs by its employees, guests, students and student organizations. In regards to legal alcohol consumption and distribution, UNA has established regulations regarding alcohol use for individuals, for events sponsored by the University and/or recognized student organizations of the University, and for events sponsored by non-University entities on UNA property or in University facilities.

Where such possession, use, sale and distribution of alcohol are permitted, strict compliance with the laws of the State of Alabama is required. Under no circumstances may any individual under the legal drinking age (minimum of 21 years of age) serve, consume or possess alcohol on UNA properties. No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

UNA and Student Engagement require UNA Police officers to be present at any student organization function on- or off-campus where alcohol is to be consumed. UPD will uphold all local, state and federal laws regarding alcohol consumption as well as guidelines set forth by UNA Student Engagement and Fraternity and Sorority Life.

Further organizational information regarding alcohol at student events can be found at:

- Registered Student Organizations - [RSO handbook](#)
- Fraternity and Sorority Life - [FSL handbook](#).

Housing & Residence Life Drug and Alcohol Policy

Alcohol: Alabama State Law prohibits the possession or consumption of alcohol by anyone under the age of 21. UNA and Housing and Residence Life expect students and their guests to comply fully with these laws as well as all Housing and Residential policies:

- A resident who is 21 or older may possess alcohol and drink responsibly in their room only if their roommate is also 21 or older. If one roommate is under 21, no alcohol is allowed in the room.
- A resident who is 21 or older may drink in the room of another 21-year-old resident if that resident is present.
- All guests must abide by the residence hall alcohol policy.
- Anyone under 21 that is present in a room where a policy violation has occurred will be considered in violation of the alcohol policy.
- Alcohol is not allowed at any time in any public area of a residence hall. A public area may be a hallway, lounge, lobby or any other area not contained in a specific residence hall room.
- Any alcohol being transported by someone 21 or older must be completely covered from open view and taken directly to the resident's room.
- Empty bottles, cans, bong, funnels, mass drinking items and other alcohol "decorations" are not allowed in any room that has a resident under 21.
- Anyone present in a room where a controlled substances policy violation has occurred will be considered in violation of the controlled substances policy.

Drugs: Use, sale, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia are expressly prohibited in residential facilities except as permitted by law and the University's Drug Policy. Water pipes, bong, hookahs and other paraphernalia commonly associated with drug use are also prohibited in the residence halls. Drugs may be defined as, but not limited to:

- any stimulant;
- intoxicant (including alcohol);
- nervous system depressant;
- hallucinogen;
- other chemical substance, compound, or combination when used to induce an altered state; and
- any otherwise lawfully available product or substance (such as over the counter or prescription drugs, glue, paint, etc.) used for any purpose other than its intended use.

Disciplinary Sanctions from the Office of Student Conduct

The Office of Student Conduct deems unlawful use, possession, distribution or sale of alcoholic beverages and illegal drugs and other controlled substances or drug paraphernalia as unacceptable misconduct and subject to disciplinary action.

Conduct sanctions that may be imposed upon any student or student organization for these violations may be issued:

Warning	Restitution or Fines	Community or UNA Service
Behavioral Requirements	Educational Programs	Visitation Restrictions
Housing Restrictions or Notices	Probation	Eligibility Restriction
Suspension	Expulsion	Other Sanctions

See also, **University Code of Student Conduct and Disciplinary Process Regarding Alleged Sexual Misconduct** for detailed description of the University disciplinary procedures and possible sanctions from the Office of Student Conduct.

Medical Amnesty/Good Samaritan Policy

The health and safety of students is a primary concern at UNA. As such, in cases of severe alcohol/drug intoxication and/or alcohol poisoning, the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her level of intoxication, the Office of Student Conduct will not pursue conduct sanctions against the student for the sole violation of using or possessing alcohol or drugs. Additionally, those students who assist in obtaining medical attention for individuals who are intoxicated will not receive student conduct sanctions for violations of the Alcohol Policy in the Code of Student Conduct.

For full policy information, visit - <https://www.una.edu/policies/medical-amnesty--good-samaritan-policy.html>.

Drug & Alcohol Awareness & Substance Education Programs

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and students as described below.

University Employees: An individual who has drug, alcohol or related problems may voluntarily seek counseling and follow prescribed treatment without fear of recrimination. Assistance may be given in referring persons to various community agencies which are trained and equipped to treat persons with drug or alcohol problems. These referral services are available at the *University Health Center* for students and through the faculty, staff, or service employee's supervisor, department head, or Assistant Vice President for Human Resources. *Expanded Psychiatric and Substance Abuse Benefits (EPS)* are offered as part of the *Blue Cross/Blue Shield* health plan. Please note that any approved provider can be seen with a \$0 co-pay. For assistance in finding a provider, please call *Blue Cross/Blue Shield* at 1.800.292.8868. The Health Plan at a Glance document and Health Plan Booklet provide detailed information regarding the medical, psychiatric, and substance abuse coverages.

University Students, as a whole: Throughout the year, the Office of Student Conduct routinely and regularly provides training, resources, and programming related to alcohol and drugs. Likewise, the Office of Title IX provides training and resources on those topics as they intersect with sexual assault. All incoming students are required to complete "Voices for Change" created by *Get Inclusive*. This four-part module covers topics, including alcohol and drugs, to prepare students for healthy and responsible decision making and begins educating students about UNA's policies. Refresher courses on these topics are available for current students. For more information related to *Get Inclusive*, please visit: <https://www.una.edu/get-inclusive>. This page also features community and campus resources related to alcohol and drugs, among other things. Similar resources are also available by visiting the Office of Student Conduct's webpage at <https://www.una.edu/student-conduct/> or dialing 256.765.5012.

For those students who seek Medical Amnesty or act as Good Samaritan in events of alcohol or drug intoxication, the Office of Student Conduct will not pursue conduct sanctions. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Director of Student Conduct who may recommend educational components such as alcohol education, counseling, and/or an alcohol and substance abuse assessment.

Fraternity and Sorority Life (FSL): New members of organizations reporting through the College Panhellenic Council, Independent Greek Council, Interfraternity Council and National Pan-Hellenic Council are required to take a new member course. One week of the course requires new members to learn about UNA policies, including all alcohol policies. During that week, new members are also provided a video through YouTube related to Health and Safety, followed by a discussion on that same topic. During the academic year, FSL hosts monthly trainings on event guidelines as it relates to alcohol policies. Likewise, during the calendar year, FSL hosts various events and programs related to different topics. One topic is usually related to alcohol or drunk driving, for example wearing “drunk goggles” and inviting University police officials to talk about alcohol misuse.

Housing and Residential Life (HRL): Students living on-campus receive training and programming that specifically relate to on-campus housing safety issues. HRL routinely collaborates with departments on campus to conduct routine programs and classes with UPD, Title IX and Student Conduct to discuss topics regarding alcohol/drug, crime and safety, sexual assault prevention. HRL staff regularly conduct their own programming related to drugs and alcohol, including sober social gatherings and raising awareness through bulletin boards, throughout the academic year. HRL staff also perform health and safety checks of the rooms and confiscate/destroy any alcohol/drugs found on campus and make referrals to UPD and the Office of Student Conduct.

Alcohol Addiction Treatment

Alcoholics Anonymous

PO Box 3271
Muscle Shoals, AL 35663
24 Hour Hotline: 256.386.0663

UNA Student Counseling Services

UNA Box 5192
726 North Pine Street (1st Floor of Rice
Hall) 256.765.5215
<https://una.edu/counseling/index.html>

Drug Addiction Treatment

Riverbend

635 W. College Street
Florence, AL 35630
256.764.3431
<https://www.drugabuse.com/usa/drug-abuse/florence-al/>

UNA Student Counseling Services

UNA Box 5192
726 North Pine Street (1st Floor of Rice
Hall) 256.765.5215
<https://una.edu/counseling/index.html>

Crime Prevention, Fire Safety & Safety Awareness Programs

UNA offers many programs and resources developed to inform and protect students and employees about safety and security procedures and policies on campus to aid in the prevention of crimes. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others.

During the 2022-2023 academic year, UNA offered approximately 25 crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

These programs and resources offered at UNA are highlighted below.

Campus Safety Guide:

The Campus Safety Guide is composed by UPD and is widely distributed to the campus community and can be accessed online at <https://www.una.edu/police/docs/university-of-north-alabama-campus-safety-guide-ajl-edits.pdf>. It details important procedures in regards to Emergency Preparedness and Response, Personal Safety on- and off-campus, Sexual Assault Prevention and Risk Reduction, Theft Prevention, and Severe Weather guidelines. It also provides information on how to report criminal activity and how to be proactive in keeping campus safe.

This guide also outlines many resources offered by UPD, such as:

- Building access & security
- Emergency Blue Phones (Blue Emergency push-button phone poles on-campus)
- Bluelight App (Free app to access safety and emergency information)
- POM Device (Blue-tooth enabled device paired with smartphone app)
- UNA Lion Alert emergency notification system
- Operation ID (UPD engraving service to mark and identify personal items).

Crime Prevention & Community Outreach and Safety Presentations:

Upon request by UNA divisions, departments and organizations, members of the University Police department attend meetings to provide up-to-date crime prevention information and to hear the concerns of University community members about crime and safety issues. UPD employees and officers may also offer safety programming to their respective campus communities.

Often, UPD will partner with community members through their **Crime Prevention and Community Outreach program** to encourage safe practices and education that can benefit the safety on UNA's campus and the surrounding local areas. Various topics and presentations offered may include issues on personal safety, drug/alcohol abuse awareness, prevention of sexual assaults, prevention of theft, travel safety tips, state/local laws, etc.

Safety presentations regarding personal safety, drug and alcohol awareness, and basic crime prevention are presented regularly and annually at all new student orientations, including attending parents, resident hall students, UNA employee orientations, as well as specific groups such as, international students, student government affiliates, athletics and other specific campus organizations.

Mane Safety Webpage

The Mane Safety webpage serves as a one-stop for all information and services related to all potential on-campus emergencies scenarios by providing guidance and resources related to:

- Emergency Management and Procedures Manual, including:
 - Reporting emergencies, evacuations, explosions, chemical spills, earthquakes, utility failure, bomb threat, sexual assault, etc.
- Fire Safety & Evacuation Plans
- Tornado & other Weather emergencies
- Shelter in Place
- Fire Aid guidance
- Hostile Intruder
- Sexual Assault (Stalking)
- Alcohol & Drug Addiction treatment.

Some resources available on the Mane Safety webpage include:

- UNA Lion Alert Emergency Notification System
- SNAP (Student Nighttime Auxiliary Patrol program)
- UNA offices (Student Counseling, Case Manager, Title IX)
- Local offices for sexual assault or domestic violence (One Place, Safeplace, 1in6).

For more information, please visit: <https://una.edu/manesafety/index.html>.

Crime Stoppers

UPD participates in the local Crime Stoppers program wherein callers may anonymously give information concerning crimes and receive monetary rewards for their help.

SNAP (Student Nighttime Auxiliary Patrol)

SNAP provides safe, nightly escorts anywhere on-campus by request. The service is staffed by students equipped and supervised by UPD. SNAP was implemented using the “buddy system” which has long been recognized as a means of enhancing personal safety and security.

For more information visit- <https://una.edu/police/snap.html>.

A.L.I.C.E Training

A.L.I.C.E is an acronym for Alert, Lockdown, Inform, Counter and Evacuation. The main objective of the program is to provide students and employees with options to increase their chance of survival during an Active Shooter or campus emergency. The A.L.I.C.E program and training is considered to be an aggressive response and is designed to work together with lockdown procedures used frequently in our public schools and workplaces as an Active Shooter defense strategy. Classes are open and offered on a monthly basis to all UNA affiliates.

UPD Website:

UPD maintains a website at <http://www.una.edu/police> providing information on police, fire safety and emergency procedures. The University community is encouraged to visit this website. If you have any questions, call UPD at 256.765.4357.

Center for Women's Studies:

The mission of the Center for Women's Studies at UNA is to educate, support, and reach out to women on our campus in the context of a global community. The Center for Women's Studies provides education and resources on consent, sexual assault prevention, and domestic violence awareness. The primary mission of the Center for Women's Studies is academic, providing a forum for speakers from other universities and from community organizations such as Safe Place and One Place of the Shoals.

State of Alabama Applicable Laws Concerning Alcohol

Alcohol-related violations can be costly, both financially and educationally. The following are some of the consequences related to alcohol and other drug violations:

D.U.I. (Driving Under the Influence- 32-5A-191) The cost of a single DUI offense can run between \$600 and \$2,100, just if you get pulled over. If there's an accident, it can be much worse. DUI facts you should know: You don't have to be driving to be convicted of DUI - being in physical control of the vehicle (sitting in the driver's seat with the keys in the ignition) is enough. Even on a first DUI offense, jail time may be given, especially when there's an accident or a high blood-alcohol level.

Public Intoxication (13A-11-10) (a) A person commits the crime of public intoxication if they appear in a public place under the influence of alcohol, narcotics or other drug to the degree that they endanger their self or another person or property, or by boisterous and offensive conduct, annoys another person in his vicinity. (b) Public intoxication is a violation. Violations are the least severe of the three classifications of crimes. Jail sentences are limited to a maximum of 30 days in the county jail. Typically, a person charged with a violation receives a monetary fine under \$200.

Open Beverage Containers It is illegal in the City of Florence to carry an open alcoholic beverage in public, or to drive a car in which there is an open alcoholic beverage. This ordinance includes cups, bottles and cans, and applies equally to party goers and patrons of bars. A violation could cost \$236. Exceptions may apply to city-designated "arts and entertainment" districts specialty codes, designated by the state alcoholic beverage control board.

Minor in Possession of Alcohol (28-1-5) It is unlawful for a person less than 21 years of age to purchase, consume, possess or to transport any alcohol, liquor or malt or brewed beverages within the State of Alabama. Whoever violates this section shall be fined not less than \$25 nor more than \$100 or imprisoned in the county jail for not more than 30 days or both.

Sale of Alcohol to Minors (28-3A-25(3)) For any person, licensee, or the board either directly or by the servants, agents or employees of the same, or for any servant, agent or employee of the same, to sell, deliver, furnish or give away alcoholic beverages to any person under the legal drinking age, as defined in Section 28-1-5, or to permit any person under the legal drinking age, as defined in Section 28-1-5, to drink, consume or possess any alcoholic beverages on any licensee's premises. Any violation of this law is defined as a misdemeanor offense, punishable by a fine of not less than \$100 nor more than \$1,000, to which, at the discretion of the court or judge trying the case, may be added imprisonment in the county jail or at hard labor for the county for not more than six months for the first conviction.

Adult allowing minors to consume or possess alcohol at an open house party (13A-11-10.1) No adult having control of any residence, who has authorized an open house party at the residence and is in attendance at the party, shall allow the open house party to continue if all of the following occur: (1) Alcoholic beverages or controlled substances are illegally possessed or illegally consumed at the residence by a person under the age of 21; (2) The adult knows that an alcoholic beverage or controlled substance is in the illegal possession of or is being illegally consumed by a person under the age of 21 at the residence; (3) The adult fails to take reasonable action to prevent illegal possession or illegal consumption of alcoholic beverages or controlled substances. Any adult who violates this section shall be guilty of a Class B misdemeanor. Upon conviction, violators can receive up to six months in jail and/or \$3,000 in fines.

State of Alabama Applicable Laws Concerning Drugs

Possession of Marijuana (13A-12-213) (a) A person commits the crime of unlawful possession of marijuana in the first degree if (except as otherwise authorized):

- they possess marijuana for other than personal use; or
- they possess marijuana for their personal use only after having been previously convicted of unlawful possession of marijuana in the second degree or unlawful possession of marijuana for personal use only.
- Unlawful possession of marijuana in the first degree pursuant to subdivision (1) of subsection (a) is a Class C felony.
- Unlawful possession of marijuana in the first degree pursuant to subdivision (2) of subsection (a) is a Class D felony.

This violation can result in 1 to 10 years in prison and up to a \$15,000 fine.

Possession of Marijuana (13A-12-214) (a) A person commits the crime of unlawful possession of marijuana in the second degree if, except as otherwise authorized, they possess marijuana for personal use only. (b) Unlawful possession of marijuana in the second degree is a Class A misdemeanor. Class A misdemeanor can be sentenced to not more than a year in jail and up to a \$6,000 fine.

Possession of Drug Paraphernalia (13A-12-260) As used in this section, the term “drug paraphernalia” is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the human body are in violation of the controlled substances laws of this state.

Use or possession with intent to use. It shall be unlawful for any person to use, or to possess with intent to use, or to use to inject, ingest, inhale or otherwise introduce into the human body, drug paraphernalia to plant, propagate, cultivate, grow, harvest, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal a controlled substance in violation of the controlled substances laws of this state. Any person who violates this subsection is guilty of a Class A misdemeanor and upon conviction shall be punished up to one (1) year and a fine up to \$6,000.00.

Possession of a Controlled Substance (13A-12-212) A person commits the crime of unlawful possession of controlled substance if (except as otherwise authorized, they possess a controlled substance enumerated in schedules I through V):

They obtain by fraud, deceit, misrepresentation, or subterfuge or by the alteration of a prescription or written order or by the concealment of a material fact or by using a false name or giving a false address, a controlled substance enumerated in schedules I through V or a precursor chemical enumerated in [Section 20-2-181](#).

Unlawful possession of a controlled substance is a Class D felony. Upon conviction punishable by a prison sentence of not more than five (5) years, or less than one (1) year and one (1) day. Fines can be up to \$7,500.

Unlawful distribution of controlled substances; possession with intent to distribute a controlled substance (13A-12-211) (a) A person commits the crime of unlawful distribution of controlled substances if, except as otherwise authorized, the person sells, furnishes, gives away, delivers, or distributes a controlled substance enumerated in Schedules I through V. (b) Unlawful distribution of controlled substances is a Class B felony. (c) A person commits the crime of unlawful possession with intent to distribute a controlled substance if, except as otherwise authorized by law, the person knowingly possesses any of the following quantities of a controlled substance.

Trafficking in Cannabis (13A-12-231) Any person who knowingly sells, manufactures, delivers, or brings into this state, or who is knowingly in actual or constructive possession of, in excess of one kilo or 2.2 pounds of any part of the plant of the genus Cannabis, whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin including the completely defoliated mature stalks of the plant, fiber produced from the stalks, oil, or cake, or the completely sterilized samples of seeds of the plant which are incapable of germination is guilty of a felony, which felony shall be known as "trafficking in cannabis." If the quantity of cannabis involved:

- Is in excess of one kilo or 2.2 pounds, but less than 100 pounds, the person shall be sentenced up to three years and a fine of \$25,000.
- Is 100 pounds or more, but less than 500 pounds, the person shall be sentenced up to five years and a fine of \$50,000.
- Is 500 pounds or more, but less than 1,000 pounds, the person shall be sentenced up to 15 years and a fine of \$200,000.
- Is 1,000 pounds or more, the person shall be sentenced to a mandatory term of imprisonment of life.

Violence Against Women Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA) was signed into law in 2013, which included amendments to the Clery Act. These amendments require participating Title IV universities to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, as well as other charges, under the Higher Education Act (HEA).

The University of North Alabama prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the campus community. Toward that end, the University of North Alabama issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking which will be followed regardless of whether the incident occurs on- or off-campus when it is reported to a university official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence:

- A Felony or misdemeanor crime of violence committed—
 - A. By a current or former spouse or intimate partner of the victim;
 - B. By a person with whom the victim shares a child in common;
 - C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D. By 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

- E. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
 - A. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B. Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- o **Rape** is defined as 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.
- o **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
- o **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- o **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking:

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A. Fear for the person's safety or the safety of others; or
 - B. Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - A. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- B. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Legal Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Domestic violence – First degree (AL Code § 13A-6-130 (2019)):

- (a) (1) A person commits the crime of domestic violence in the first degree if the person commits the crime of assault in the first degree pursuant to Section 13A-6-20: aggravated stalking pursuant to Section 13A-6-91, or burglary in the first degree pursuant to Section 13A-7-5, and the victim is a current or former spouse, parent, step-parent, child, step-child, any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.
- (2) For the purposes of this section, a household member excludes non-romantic or non-intimate co-residents, and a dating relationship means a current or former relationship of a romantic or intimate nature characterized by the expectation of affectionate or sexual involvement by either party.
- (b) Domestic violence in the first degree is a Class A felony, except that the defendant shall serve a minimum term of imprisonment of one year without consideration of probation, parole, good time credits, or any other reduction in time for any second or subsequent conviction under this subsection.
- (c) The minimum term of imprisonment imposed under subsection (b) shall be double without consideration of probation, parole, good time credits, or any reduction in time if either of the following occurs:
 - (1) 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.
 - (2) The offense was committed in the presence of a child under the age of 14 years at the time of the offense, who is the victim's child or step-child, the defendant's child or step-child, or who is a child residing in or visiting the household of the victim or defendant. For purposes of this subsection, "in the presence of a child" means that the child was in a position to see or hear the act.
- (d) The court shall make a written finding of fact, to be made part of the record upon conviction or adjudication, of whether or not the act was committed in the presence of a child. If a defendant has a trial by jury and the jury finds the defendant guilty, the jury shall also render a special verdict as to whether or not the defendant committed the act in the presence of a child.

Domestic violence – Second degree (AL Code § 13A-6-131 (2019)):

- (a) (1) 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, step-parent, child, step-child, any person with whom the defendant has a child in

common, a present household member, or a person who has or had a dating relationship with the defendant.

- (2) For the purposes of this section, a household member excludes non-romantic or non-intimate co-residents, and a dating relationship means a current or former relationship of a romantic or intimate nature characterized by the expectation of affectionate or sexual involvement by either party.
- (b) 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.
- (c) The minimum term of imprisonment imposed under subsection (b) shall be double without consideration of probation, parole, good time credits, or any reduction in time if either of the following applies:
 - (1) 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.
 - (2) The offense was committed in the presence of a child under the age of 14 years at the time of the offense, who is the victim's child or step-child, the defendant's child or step-child, or who is a child residing in or visiting the household of the victim or defendant. For purposes of this subsection, "in the presence of a child" means that the child was in a position to see or hear the act.
- (d) The court shall make a written finding of fact, to be made part of the record upon conviction or adjudication, of whether or not the act was committed in the presence of a child. If a defendant has a trial by jury and the jury finds the defendant guilty, the jury shall also render a special verdict as to whether or not the defendant committed the act in the presence of a child.

Domestic violence - Third degree (AL Code § 13A-6-132 (2019)):

- (a) (1) 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, step-parent, child, step-child, any person with whom the defendant has a child in common, a present household member, or a person who has or had a dating relationship with the defendant.
- (2) For the purpose of this section, a household member excludes non-romantic or non-intimate co-residents, and a dating relationship means a current or former relationship of a romantic or intimate nature characterized by the expectation of affectionate or sexual involvement by either party.
- (b) Domestic violence in the third degree is a Class A misdemeanor. 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.

- (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.
- (d) A third or subsequent conviction under subsection (a) is a Class C felony.
- (e) If the defendant has a previous conviction for domestic violence in the first degree pursuant to Section 13A-6-130, domestic violence in the second degree pursuant to Section 13A-6-131, domestic violence by strangulation or suffocation pursuant to Section 13A-6-138, or a domestic violence conviction or other substantially similar conviction from another state or jurisdiction, a conviction under subsection (a) is a Class C felony.
- (f) For purposes of determining second, third, or subsequent number of convictions, convictions in municipal court shall be included.

Definitions (AL Code § 13A-6-141 (2015)). As used herein, the following terms shall have the following unless the context clearly indicates otherwise:

(1) **Domestic Violence Protection Order.** A domestic violence protection order is any protection from abuse order issued pursuant to the Protection from Abuse Act, Sections 30-5-1 to 30-5-11, inclusive. The term includes the following:

- a. A restraining order, injunctive order, or order of release from custody which has been issued in a circuit, district, municipal, or juvenile court in a domestic relations or family violence case;
- b. An order issued by municipal, district, or circuit court which places conditions on the pre-trial release on defendants in criminal cases, including provisions of bail pursuant to Section 15-13-190;
- c. An order issued by another state or territory which may be enforced under Sections 30-5B-1 through 30-5B-10. Restraining or protection orders not issued pursuant to the Protection from Abuse Act, Sections 30-5-1 to 30-5-11, inclusive, must specify that a history of violence or abuse exists for the provisions of this chapter to apply.

(2) **Violation.** The knowing commission of any act prohibited by a domestic violence protection order or any willful failure to abide by its terms.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.

(i.) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

- (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- (B) Dating violence does not include acts covered under the definition of domestic violence.

Sexual Assault:

Rape is generally defined by States as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend. The complete Alabama rape and sexual assault offense definitions are as follows.

Rape First Degree (13A-6-61)

- (a) A person commits the crime of rape in the first degree if the person:

- (1) engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
- (2) 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) 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 Second Degree (13A-6-62)

(a) A person commits the crime of rape in the second degree if the person:

- (1) being 16 years or older, 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 other person.

(b) Rape in the second degree is a Class B felony.

Sexual Abuse First Degree (13A-6-66)

(a) A person commits the crime of sexual abuse in the first degree if the person does either of the following:

- (1) subjects another person to sexual contact by forcible compulsion.
- (2) subjects another person to sexual contact who is incapable of consent by reason of being incapacitated.

(b) Sexual abuse in the first degree is a Class C felony.

Sexual Abuse Second Degree (13A-6-67)

(a) A person commits the crime of sexual abuse in the second degree if the person does either of the following:

- (1) subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old.
- (2) 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.

Sexual abuse in the second degree is a Class A misdemeanor, except as provided in subsection,

(b) or 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.

(c) If a person violates subdivision (a)(2), and the person is at least 15 years older than the victim, the offense shall be a Class C felony.

Lack of Consent (13A-6-70)

(a) Unless otherwise stated, an element of every offense defined in this article is that the sexual act was committed without the consent of the victim.

(b) Lack of consent results from either of the following:

- (1) Forcible compulsion.
- (2) Being incapable of consent.

(c) A person is deemed incapable of consent if he or she is either:

- (1) Less than 16 years old.
- (2) Incapacitated.

(d) Consent to engage in sexual intercourse, sodomy, sexual acts or sexual contact may be communicated by words or actions. The existence of a current or previous marital, dating, social or sexual relationship with the defendant is not sufficient to constitute consent. Evidence that the victim suggested, requested or otherwise communicated to the defendant that the defendant use a condom or other birth control device or sexually transmitted disease protection, without additional evidence of consent, is not sufficient to constitute consent.

Other Sexual Offenses

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

Stalking:

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of the Clery Act, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking Offenses According to Alabama Statute

Definitions (AL Code § 13A-6-92 (1994)):

- **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 - First degree (AL Code § 13A-6-90 (2012)):

(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.

(b) The crime of stalking in the first degree is a Class C felony.

Stalking - Second degree (AL Code § 13A-6-90.1 (2012)):

(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.

(b) The crime of stalking in the second degree is a Class B misdemeanor.

Aggravated stalking in the first degree (AL Code § 13A-6-91 (2012)):

(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.

(b) The crime of aggravated stalking in the first degree is a Class B felony.

Aggravated stalking in the second degree (AL Code § 13A-6-91.1 (2012)):

(a) A person who violates the provisions of Section A-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.

(b) The crime of aggravated stalking in the second degree is a Class C felony.

UNA Sexual Misconduct Policy Definitions

Sexual Assault

Under this policy, sexual harassment in the form of sexual assault occurs when the following incidents of forcible and non-forcible sex offenses occur. Forcible sex offenses are defined as any sexual act, directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent.

Forcible sex offenses include the following:

- Rape is 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 Complainant.
- Sodomy is oral or anal sexual intercourse with another person without the consent of the Complainant.
- Sexual assault with an object occurs when an object or instrument is used to penetrate, however, slightly, the genital or anal opening of the body of another person, without the consent of the Complainant.
- Fondling is the touching of the private body parts of another person, including the buttocks, groins and breast, for the purpose of sexual gratification without the consent of the Complainant.

Non-forcible sex offenses include:

- Incest is non-forcible sexual intercourse between persons who are related to each other as prohibited under the laws of the State in which the intercourse occurs.
- Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent in the State in which the intercourse occurs.

Consent

Consent is clear permission to engage in sexual activity, given knowingly and voluntarily, by words or actions.

- While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings.
- If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication prior to engaging in the activity is highly recommended.
- For consent to be valid, there must be a clear expression in words or actions that the

other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

- A lack of resistance does not grant consent.
- Previous consent does not grant consent to future sexual acts.
- Consent to some sexual acts cannot be presumed to be consent for other sexual acts.
- A current or previous intimate relationship is not sufficient to constitute consent.
- Consent can also be withdrawn once given, if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

It is the responsibility of the initiator of any sexual activity to obtain their potential partner's consent; however, proof of consent or non-consent is not a burden placed on either party involved in an incident. The University must determine whether a policy has been violated based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances.

Consent to a sexual act is not freely given if the consent is obtained by "force" or "coercion".

- **Force** is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Sexual activity that is forced is, by definition is non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance.
 - While resistance is not required or necessary, it is a clear demonstration of non-consent.
- **Coercion** is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on multiple factors, including the type or extent of pressure used. If a person makes clear that they do not want to engage in certain sexual activities or that they want to stop, continued pressure beyond that point may constitute coercion.
- **Incapacitation** is when a person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious, for any reason, including by alcohol or other drugs. Therefore, in situations when the Respondent knew or should have known that the Complainant is physically or mentally incapacitated, any consent obtained is invalid. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment. Incapacitation is based on the totality of the circumstances and all relevant indicators of an individual's state of mind.

Situations wherein an individual is deemed to have an inability to give consent are situations where the individual is:

- Incapacitated due to alcohol, drugs or other substances including, but not limited to, prescription medications;
 - Determining consent when alcohol or other drugs are involved: In incidents involving alcohol, drugs or other substances, the totality of the circumstances is analyzed to determine whether the use of alcohol, drugs or other substances caused an inability to make rational, reasonable decisions about sexual activity. Whether a Respondent knew or reasonably should have known of the Complainant's inability to give knowing consent is an element of the policy

violation. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity. Incapacitation differs from drunkenness or intoxication. Incapacitation is a state where an individual cannot make a rational, reasonable decision because they lack the capacity to make informed judgments about the situation.

- Some factors considered to determine whether an individual is incapacitated due to alcohol, drugs or other substances and therefore not able to give consent include, but are not limited to:
 - whether the individual was conscious or unconscious,
 - whether the individual became sick due to intoxication,
 - the individual's ability to communicate and/or slurred speech,
 - the individual's coordination (ex. ability to walk, dress/undress, perform simple tasks),
 - and any other action that would be indicative of a level of cognitive functioning.
- The existence of any one of these factors may support a finding of incapacitation for purposes of this policy. The mere presence of alcohol, drugs or other substances does not equate to an inability to give consent. Stated differently, it is possible for an individual to have alcohol, drugs or other substances in their system and not be incapacitated.
- Unconscious, asleep, or in a state of shock.
- Under the age of consent as defined by the jurisdiction in which the act occurred, which, in Alabama, is less than 16 years of age.
- Mentally or physically incapacitated and not reasonably able to give consent.

Collateral Conduct

In the event that an allegation of an additional University policy violation, such as a violation of the Code of Student Conduct, arises out of the same facts or circumstances of a violation under this policy, all related offenses may be addressed under this policy as collateral behavior at the discretion of the Title IX Coordinator.

UNA's *Policy against Sexual Harassment and other Sexual Misconduct* can be found here: <https://una.edu/titleix/Documents/una-sexual-misconduct-policy-board-approved-03.21.pdf>.

UNA Title IX Policies and Procedures can be found at: <https://www.una.edu/titleix/policies-and-procedures.html>.

Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of UNA that sexual harassment is prohibited. All members of the UNA community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. The Department of Education's *Office for Civil Rights* (OCR) and the *Equal Employment Opportunity Commission* (EEOC) regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. The University has adopted the following definition of sexual harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

- Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.
- Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.
 - a) Quid Pro Quo sexual harassment: Under this Policy, quid pro quo sexual harassment occurs when, on the basis of sex, an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual or sex- and/or gender-based conduct. Examples of aid, benefit or service include, but are not limited to an individual's employment, academic standing or participation in any University programs and/or activities or are used as the basis for University decisions affecting the individual. Violations of the *University's Consensual Relationship Policy* may also be deemed instances of "unwelcome sexual conduct" and therefore constitute Quid Pro Quo sexual harassment.
 - b) Hostile Environment sexual harassment: Under this Policy, hostile environment sexual harassment occurs when unwelcome sexual or sex- and/or gender-based conduct occurs that is determined by a reasonable person to be so severe, pervasive and objectively offensives that it effectively denies a person equal access to the University's education program or activity.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of the Office of Title IX. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Office of Title IX. UNA will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Office of Title IX, the student may inquire or complain to any UNA Department Chair or any officer of UNA at the level of Vice President or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the UNA will discipline the offender.

Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from UNA for serious or repeated violations.

How to Be an Active Bystander

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 dating violence, domestic violence, sexual assault, 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.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate 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. We may not always know what to do even if we want to help. Below is a list of some ways to be an active

bystander. If you or someone else is in immediate danger, call UNA PD at (256)765-4357, or if an emergency, call 911. This could be when person is yelling or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene 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 victim-blame 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)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **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.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. 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.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with

doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **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.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **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.
16. **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?
17. **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.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

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

- A. 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
- B. Consider environmental risks and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Full definitions about these programs can be found at:

<https://www.una.edu/titleix/awareness/definitions.html>

Educational programming consists of primary prevention and awareness programs as well as ongoing awareness and prevention campaigns for current students and employees that:

- A. Clearly communicates that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. Provides the definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. Details the term "consent" as clear permission to engage in sexual activity, that is given knowingly and voluntarily, by words or actions as it relates to describing different types of prohibited acts of sexual misconduct (such as sexual assault/rape);
- D. Pronounces the importance of bystander intervention by encouraging individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking by 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;

- E. Outlines risk reduction measures designed to decrease perpetration and bystander inaction, and to increase empowerment for complainants in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- F. Shares information regarding:
 - a. procedures complainants should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “**Reporting Procedures Complainants Should follow when Crimes of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occur**” elsewhere in this document);
 - b. how the institution will protect the confidentiality of complainants and other necessary parties (as described in “**Assistance for Victims: Rights and Options**” elsewhere in this document);
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for complainants, both within the institution and in the community (as described in “**Assistance for Complainants: Rights and Options**” elsewhere in this document);
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “**Assistance for Complainants: Rights and Options**” elsewhere in this document);
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “**Adjudication of Violations**” elsewhere in this document).

Primary Prevention and Awareness Programs

For students, UNA's primary prevention and awareness program is titled “*Voices for Change*” which provides learning modules that utilize short video series, text, and quizzes filled with information related to various topics including bystander intervention, diversity and inclusion, alcohol and other drugs, sexual harassment, and hazing. It is offered by our partner, *Get Inclusive* which uses scientific-based research to educate students on the issues associated with sexual assault and relationship violence. As a part of UNA's efforts to maintain a safe and educational learning environment, all first-year freshmen and transfer students are encouraged to complete the “*Voices for Change*” learning modules.

For employees, UNA's primary prevention and awareness program is titled “*Groundswell 2.0 & Meridians: Combined Harassment and Title IX*” which defines and identifies harassment and retaliation, helps understand responsibilities and obligations and details when and how to respond to these issues in the workplace. As mandated by federal law and in an effort to comply with the overall Title IX compliance effort, the University requires all new and continuing employees to complete this workplace harassment and discrimination prevention training program.

Employees and students may access their *Get Inclusive* online training program through their UNA Canvas course module at <https://una.instructure.com/>.

Other prevention and awareness measures provided to students (and some employees) by the Office of Title IX are recurrent presentations to diverse groups across campus, participation in First Year Experience (FYE) classes to discuss Bystander Intervention, participating in browse events by hosting tables to provide knowledge and materials, as well as specific presentations that are directly involved with Domestic Violence, Dating Violence, Sexual Assault and Stalking.

In 2022, incoming **students** at UNA were offered the following **primary prevention and awareness programs**:

Training Programs offered	Focus Groups	Material Addressed
Mandated Reporter Training	Graduate Assistants, Resident Advisors	Title IX reporter obligations, process of reporting, provided community and campus resources
Title IX Presentation (Yearly)	International Affairs, Honors Mentors, UNA Student Athletes, Summer Orientation, Advising and Registration (SOAR) students & family attendees, Registered Student Organization (RSO) leaders	Policy Review, Informed of available resources on campus and within the community, as well as Title IX reporter obligations
Rape, Abuse, Incest National Network (RAINN)	Fraternity & Sorority Life chapters	Policy Review, available resources on campus and within the community, as well as Title IX reporter obligations
Bystander Intervention & Title IX Presentation	First Year Experience (FYE) Courses	Title IX reporter obligations, process of reporting, community and campus resources, education about consent
Table Events	All students	To provide materials and answer questions related to Title IX
Spring Break Safety	All students	Risk Reduction & Prevention of Sexual Assault during Spring Break
Sexual Assault Awareness	Campus Wide	To bring awareness to Domestic Violence, Dating Violence & Sexual Assault
My UNA Browse Day Fair	Admitted students and possible incoming students and their families	To provide materials and answer questions related to Title IX

In 2022, incoming **employees** at UNA were offered the following **primary prevention and awareness programs**:

Training Programs offered	Focus Groups	Material Addressed
Mandated Reporter Training	All Employees	Title IX reporter obligations, process of reporting, community and campus resources
Title IX Presentation (Yearly) Get Inclusive (online training)	UNA Police, Athletic Coaches, New employee orientations, College of Arts, Science and Engineering (CASE) Leadership	Policy Review, available resources on campus and within the community, as well as Title IX reporter obligations
Sexual Assault Awareness	Campus Wide	To bring awareness to Domestic Violence, Dating Violence, Sexual Assault

Ongoing Prevention and Awareness Campaigns

Title IX has developed an annual educational campaign to support all students and employees to establish healthy experiences and relationships at UNA which is free from sexual harassment, discrimination and assault.

- Uses interactive assessments based on real-life scenarios
- Encourages healthy decision making and help-seeking behaviors
- Develops new skills to challenge old habits
- Resets unrealistic expectations and common myths about a variety of issues facing colleges
- Based on research from the National Institute on Alcohol Abuse and Alcoholism,
- Engages students to create a safer, more successful campus community.

In 2022, incoming **students** at UNA were offered the following **ongoing awareness and prevention programs**:

Training Programs offered	Focus Groups	Material Addressed
Bystander Intervention & Title IX Presentation	FYE Courses	Title IX reporter obligations, process of reporting, community and campus resources
Table Events	All students	To provide materials and answer questions related to Title IX
Spring Break Safety	All students	Risk Reduction & Prevention of Sexual Assault during Spring Break

In 2022, incoming **employees** at UNA were offered the following **ongoing awareness and prevention programs**:

Training Programs offered	Focus Groups	Material Addressed
Mandated Reporter Training	All Employees	Title IX reporter obligations, process of reporting, community and campus resources
Title IX Presentation (Yearly) Get Inclusive (online training)	UNA Police, Athletic Coaches, New employee orientations, College of Arts, Science and Engineering (CASE) Leadership	Policy Review, available resources on campus and within the community, as well as Title IX reporter obligations

Reporting Procedures Complainants Should follow when Crimes of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occur

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call 911. If you are on-campus, you can contact the UPD at 256.765.4357. If you are off-campus, you can contact One Place of the Shoals at 256.284.7600 or 256.767.1100 (crisis hotline), or go immediately to the nearest hospital emergency room.

2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on-campus during regular business hours (Monday-Friday, 8am-4:30pm), you may visit any of the on-campus resources for guidance or support. After regular business hours, or in any situation where a complainant wishes, local resources off-campus are also available and may be able to provide confidential assistance.

On Campus Resources	Phone Number	Off Campus Resources	Phone Number
University Police Depart.	256.765.4357	Crisis Services of North Alabama	256.716.1000 (hotline)
University Student Counseling Services	256.765.5215		One Place of the Shoals
University Health Services	256.765.4328	Safe Place (domestic violence)	
Center for Women's Studies	256.765.5158		THRIVE Alabama
UNA Mitchell-West Center for Social Inclusion	256.765.5158		
University Case Manager	256.765.4531		

4. For your safety and well-being, immediate medical attention is encouraged. Thorough examination, ideally within 120 hours, is important in the case of rape or sexual assault. One Place will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
 - Typically, police are involved and they will obtain evidence from the scene. It is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
 - If you have physical injuries, have them photographed, with a date stamp on the photo.
 - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
 - Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
 - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the UPD or the campus Title IX Coordinator so that those orders can be observed on campus.
5. Even after the immediate crisis has passed, consider seeking support from the on- or off-campus resources noted above.

6. Contact UPD 256.765.4357 or the Title IX office 256.765.4223 if you need assistance with University concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. UNA can offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no-contact orders, counseling services access, and other supports and resources as needed by a complainant. UNA can offer information about legal assistance, visa/immigration assistance and student financial aid considerations for complainants.
7. 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 complainant chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with UPD to preserve evidence in the event that the complainant decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

University Procedures for Addressing Sexual Misconduct

Procedurally, when UNA receives a report of sexual misconduct, gender- based violence, or other sex or gender discrimination, the campus Title IX Coordinator is notified. If the complainant wishes to access local community agencies and/or law enforcement for support, the Title IX Coordinator will offer assistance to complainants in the form of interim or long-term protective measures, options and resources for on- or off-campus accommodations.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, UNA will provide written notification to complainants about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the complainant's request, and to the extent of the complainant's cooperation and consent, university offices will work cooperatively to assist the complainant in obtaining accommodations. If reasonably available, a complainant may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to academic situations may be:

- Potential to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc;
- Potential changes to living situations which may include moving to a different room or residence hall.;
- Possible changes to work situations may include changing working hours;
- Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or other protective measures, a complainant should contact the Title IX Coordinator. If the complainant wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator at– 256.765.4223 - titleix@una.edu

No complainant is required to take advantage of these services and resources, but UNA provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, support and procedures, in the form of this document, is provided to all complainants, whether they are students, employees, guests or visitors.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial investigation and resolution process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a respondent.

To view UNA's complete Policy against Sexual Harassment and other Sexual Misconduct, visit: <https://www.una.edu/titleix/Documents/una-sexual-misconduct-policy-board-approved-03.21-rev-08.21.2023.pdf>

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to complainants who report domestic violence, dating violence, sexual assault and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and student financial aid. Other services on and/or off campus may offer additional remedies to prevent contact between a complainant and a respondent, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the complainant requests them and if they are reasonable and available, regardless of whether the complainant chooses to report the crime to UPD or local law enforcement. Students and employees should contact Kate Hanbery (klhanbery@una.edu – 256.765.4223), the Title IX Coordinator, who can handle these supportive measures.

Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay. If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure Institution Will Follow <i>Depending on when reported (immediate vs. delayed report), the institution will:</i>
Sexual Assault	<ul style="list-style-type: none"> • provide the complainant with access to medical care • assess immediate safety needs of complainant • assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department • provide complainant with referrals to on and off campus mental health providers • assess need to implement interim or long-term protective measures, if appropriate • provide the complainant with a written explanation of the complainant's rights and options

	<ul style="list-style-type: none"> • provide a “No trespass” (PNG) directive to respondent if deemed appropriate, • provide written instructions on how to apply for a Protective Order • provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution • inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is • enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ul style="list-style-type: none"> • assess immediate safety needs of complainant • assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department • provide written instructions on how to apply for a Protective Order • provide written information to complainant on how to preserve evidence • assess need to implement interim or long-term protective measures to protect the complainant, if appropriate • provide the complainant with a written explanation of the complainant's rights and options • provide a “No trespass” (PNG) directive to respondent if deemed appropriate
Dating Violence	<ul style="list-style-type: none"> • assess immediate safety needs of complainant • assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department • provide written instructions on how to apply for a Protective Order • provide written information to complainant on how to preserve evidence • assess need to implement interim or long-term protective measures to protect the complainant, if appropriate • provide the complainant with a written explanation of the complainant's rights and options • provide a “No trespass” (PNG) directive to respondent if deemed appropriate
Domestic Violence	<ul style="list-style-type: none"> • assess immediate safety needs of complainant • assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department • provide written instructions on how to apply for a Protective Order • provide written information to complainant on how to preserve evidence, • assess need to implement interim or long-term protective measures to protect the complainant, if appropriate • provide the complainant with a written explanation of the complainant's rights and options • provide a “No trespass” (PNG) directive to respondent if deemed appropriate

Assistance for Complainants: Rights & Options

Regardless of whether a complainant elects to pursue a criminal complaint or whether the offense is alleged to have occurred on- or off-campus, the university will assist complainants of sexual assault, domestic violence, dating violence, and stalking and will provide each complainant with a written explanation of their rights and options. Such written information will include:

- the procedures complainants should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of complainants and other necessary parties;
- a statement that the institution will provide written notification to students and employees about complainant services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Rights of Complainants and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

The University complies with Alabama state law in recognizing orders of protection (Protection from Abuse Orders). The victim should provide a copy to UPD and the Office of the Title IX. A complainant may then meet with UPD to develop a *Safety Action Plan*, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

An Alabama Protection from Abuse Order (PFA) is available to victims of domestic violence, Abuse, Child Abuse, or any other conduct directed toward a plaintiff covered under Alabama law (ex. reckless endangerment, sexual abuse, stalking, theft, unlawful imprisonment) that could be punished as a criminal act under the laws of this state. This is a civil matter and a prosecutor does not file for this relief. A victim may on their own, or through an attorney, or personal representative, request an order from a judge which will assist in providing protection from abuse by providing specific relief. Relief is within the discretion of the judge. By law, there are no costs or fees for requesting or receiving a PFA order.

Who Can File a Sworn Petition for a Protection Order?

The following persons can file a sworn petition for a protection order:

1. A person who is at least 18 years old or is otherwise emancipated and is the victim of abuse as defined in Alabama state law (Section 30-5-2), or has reasonable cause to believe he or she is in imminent danger of becoming a victim of any act of abuse.
2. A parent, legal guardian, next friend, court-appointed guardian ad litem, or the State Department of Human Resources may petition for relief on behalf of the following:
 - a. A minor child.
 - b. Any person prevented by physical or mental incapacity from seeking a protection order.

The victim is required to apply directly for these services. Protection from Abuse Orders are made available through the Circuit Clerk's office. The Circuit Clerk cannot provide assistance to persons in completing the forms or in presenting the case to court. The person who files a petition may do so through an attorney or may represent himself or herself throughout the legal process, including, but not limited to, the filing of pleadings, motions, and any other legal documents with the court, and the appearance in ex parte and formal court proceedings on his or her behalf.

UPD, or the office of Title IX, can assist with connecting the complainant with resources, such as One Place of the Shoals, who can assist with the filing a petition for a Protection from Abuse order.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence or reassignment to a different supervisor or position. These remedies may be applied to one, both or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by UNA.

On and Off Campus Services for Complainants

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, UNA will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
University Student Counseling Services	Certified Counseling to support Mental Health & Emotional Wellness (*Confidential)	Students	256.765.5215 counselingservices@una.edu
University Health Services	Certified Medical Clinic-Lab testing, prescriptions, referrals, physicals (*Confidential)	Students Employees	256.765.4328 healthservices@una.edu
Center for Women's Studies	Advocates for awareness and prevention of sexual assault, resource center	Students Employees	256.765.5158 Ahunt3@una.edu

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Office of International Affairs	Visa and Immigration Assistance	Students	256.765.4626 oiaservices@una.edu
Office of Student Financial Aid	Assistance for payment, loans, financial aid programs	Students	256.765.4920 financialaid@una.edu
University Case Management	Provide resources & options regarding mental/health, financial advice, crisis navigation	Students	256.765.4531 Hunderwood1@una.edu

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
One Place of the Shoals	Victim Advocacy-Crisis care services to victims of sexual assault or violence, etc., including, medical forensic exam, safety plans, legal advice, counseling	Public	256.284.7600 200 W. Tennessee St, Flor. AL 35630
Safe Place	Victim Advocacy-Provide resources for victims of Domestic Violence, including: Shelter, intervention, counseling & support groups	Public	256.767.6210 Safeplaceinc@gmail.com
Florence Police Department		Public	
Riverbend Center for Mental Health	Mental health facility	Public	256.764.3431 635 W. College St, Flor. AL 35630
Hospital (Emergency)-Forensic Exams (<i>having a forensic exam does not authorize legal reporting proceedings.</i>)	<ul style="list-style-type: none"> • North Alabama Medical Center • Shoals Hospital • Helen Keller Hospital 	Public	<ul style="list-style-type: none"> • 256.629.1000 (NAMC) • 256.386.1616 (SH) • 256.368.4196 (HKH)

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> - Rape, Abuse and Incest National Network – 1.800.656.4673
- <https://www.justice.gov/ovw/sexual-assault> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office for Civil Rights

Confidentiality

Complainants may request that directory information on file with the University be withheld. This request can be made to the Registrar's Office, 256-765-4600, registrar@una.edu.

Regardless of whether a complainant has opted-out of allowing the University to share "directory information", personally identifiable information about the complainant and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know basis (i.e., those who are investigating/adjudicating the report or those involved in providing support services to the complainant, including accommodations and protective measures). By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or

protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding complainants in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Safety Alert is issued based on a report of domestic violence, dating violence, sexual assault, or stalking, the name of the complainant and other personally identifiable information about the complainant will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the complainant.

Furthermore, each policy provides that, in all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the complainant and the respondent. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present. The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence, or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the complaint, and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal or other procedural action. The role of advisors is described in detail here <https://una.edu/titleix/investigations.html>. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, an advisor may only consult and advise his or her advisee and cannot speak for the advisee at any meeting or hearing.

Once complete, the parties will be informed, simultaneously in writing, of the outcome, including the finding, the sanctions (if any), and the rationale. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed simultaneously in writing of the University's appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed simultaneously in writing, and will be notified when the results of the resolution process become final.

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Title IX and the Clery Act to the attention of appropriate campus administrators. The University does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Office of Title IX, and/or to officials of the U.S. Department of Education. Clery Act crime definitions are located in the Clery Data Definitions of this report.

Whether or not criminal charges are filed, the University or a person may file a complaint under the following policies, depending upon the status of the respondent (student or employee).

(HEOA) Notification to Victims of Crimes of Violence

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

Student & Employee Disciplinary Proceedings for Sexual Misconduct

UNA has devised detailed policies and procedures in regards to the institution's prohibition of the crimes of domestic violence, dating violence, sexual assault and stalking; or any sexual misconduct or harassment.

The UNA Code of Student Conduct prohibits sexually violent acts, termed "Sexual Misconduct," which can be classified as crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal/relationship violence, sex/gender-based stalking and sexual harassment. The UNA Code of Student Conduct policies can be found here: <https://www.una.edu/student-conduct/policies/index.html>.

UNA also promotes nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University and upholds the prohibition of discrimination in any actions, especially in regards to Title IX, to uphold its commitment of UNA's Equal Employment Opportunity Policy and Harassment Policy as noted in the Employee Policy Manual and Handbook noted here:

https://www.una.edu/employee-policy-manual/PDFs/Policies/equal_employment_opportunity_and_harassment_policy.pdf.

While UNA utilizes different standards and definitions than the Alabama State Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence. Complainants of these behaviors are protected by federal laws, specifically Title IX and the Clery Act, which mandates the contents of this report.

UNA encourages any complainant to report any incident or threats of sexual misconduct (such as, sexual assault/rape, dating and domestic violence, sexual exploitation, stalking, or any dangerous behavior) to UPD or other local law enforcement agency where the alleged incident occurred. Complainants may also report to any other mandated reporters, such as Title IX or any other confidential resources at any time. UNA encourages reporting as soon as possible, within close proximity to the incident when possible. These representatives can also assist the complainant with contacting law enforcement if the complainant would like to file a formal criminal complaint; however, a complainant is not required to report to law enforcement. The initial decision to report the alleged prohibited conduct to anyone ultimately rests with the complainant.

Law enforcement agencies can be contacted by calling 9-1-1. UNA dispatch services are provided by the City of Florence. Dispatchers and UPD are available 24 hours a day to answer community calls. In response to a call, dispatchers will take the required action by either dispatching an officer to a location or by asking the reporting party to go to the UNA Police

Department station in the basement of Keller Hall, to file an incident report in person. All reported crimes will be investigated by UPD and may become a matter of public record. Crime victims are given on- and off-campus resource information as necessary and appropriate.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, UNA takes the matter very seriously. UNA employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's or employee's behavior represents a risk of violence, threat, pattern, or predation.

- If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they may be subject to action in accordance with the Code of Student Conduct in the student handbook.
- If an employee is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they may be subject to action in accordance with UNA's Disciplinary Guidelines or Grievance Policy as outlined in the Employee Manual and Handbooks.

Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. Protective measures for complainants are available from the campus whether a complainant chooses to report to local and/or campus law enforcement and irrespective of whether a complainant pursues a formal complaint through the UNA resolution process.

University Code of Student Conduct and Disciplinary Process Regarding Alleged Sexual Misconduct

The Office of Student Conduct (OSC) will investigate and assess sanctions if a student or a student organization is found to be in violation of the Code of Student Conduct.

Violations of the Code of Student Conduct include charges relating to sexual misconduct. Any incidents of misconduct must be reported to the OSC. Any incident should be submitted as soon as possible after the event takes place. For more information, contact the OSC at 256.765.5012.

Sanctions up to and including expulsion from residence halls and suspension from the University may be imposed if, through the investigation and hearing process, the respondent is found to be responsible. UNA is committed to providing an investigative hearing process that is sensitive, fair, supportive and respectful of the rights and needs of all involved. To the extent not already provided for by existing disciplinary procedures, the complainant and the respondent are entitled to the same opportunities to have others present during a disciplinary proceeding; both the complainant and the respondent shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. As provided by existing University disciplinary procedures, under appropriate circumstances, interim measures may be taken to provide for the safety of the complainant, of the respondent and of witnesses. University disciplinary procedures and possible sanctions are described in the Code of Student Conduct, <https://www.una.edu/student-conduct/policies/index.html>

1. **How to File a Disciplinary Complaint Under this Policy**

Anyone can submit a report to the Office of Student Conduct (OSC) if they know of or have witnessed a potential violation of the Code of Student Conduct. Students, Faculty, Staff, and/or community members are encouraged to submit reports via:

<https://www.una.edu/student-conduct/forms.html>. You may also find these reports and other reporting forms for all incidents or observed behavior occurring within the UNA community at [report.una.edu](https://www.una.edu/report/index.html) - <https://www.una.edu/report/index.html>.

2. **How the University Determines Whether This Policy will be Used**

Once the OSC receives a notification of any student(s), recognized student organizations, or student groups alleged misconduct that may violate the Code of Student Conduct, the OSC Director (or staff appointee) will investigate and gather information in order to determine if a violation of policy has occurred.

If it is believed that a violation of the Code of Student Conduct has occurred, *Notifications of Possible Violation* is sent via university email from the OSC and will include the date, time, and location to attend a Student Conduct Conference or Student Conduct Board Hearing where the incident that was reported will be discussed.

3. **Steps in the Disciplinary & Decision-Making Process**

After the *Notification of Possible Violation* is sent, one of the following will be conducted to establish if the party is or is not responsible for the possible violation(s).

a. **Student Conduct Conferences:** (informal conference) Requires student to meet with Student Conduct representative to discuss the incident that was reported and the role they played in the incident. These are used for less serious violations that, typically, do not result in more extreme sanctions. The representative will hear information provided by the student being charged and the report that was submitted. Reports include, but aren't limited to, statements from the reporter, photos/videos, and/or text messages providing proof.

- **Anticipated Timeline:** These conferences are scheduled no earlier than 3 days after the *Notification of Possible Violation* is sent to the charged student's university email. The ruling will be determined by the end of the conference. Sanctions will be delivered within 3 business day after ruling.
- **Decisions:**
 - If the party is found in violation of the Code of Student Conduct, charges will be made through the OSC and a sanction will be required in order to stay in good standing with UNA.
 - If the party is found not in violation of the Code of Student Conduct, no charges will be made through the OSC and there will be no record of violation retained.
 - Failure to appear may result in a hold placed on the student's account and/or the Student Conference taking place without the student's presence.

b. **Student Conduct Board Hearing:** (formal hearing) These are used when more serious violations of the Code of Student Conduct apply. These hearings use a panel devised of 3 to 5 students to hear all information gathered by the OSC along with any information provided by the student charged with the violation, such as testimony of witnesses, video footage, and/or photos/text messages providing proof. The hearing board will come to a finding by majority vote of whether a student is found responsible or not responsible of violating the Code of Student Conduct.

- **Anticipated Timeline:** These conferences are scheduled no earlier than 5 days after the *Notification of Possible Violation* is sent to the charged student's or recognized student

organization's university email. The ruling will be determined by the end of the hearing. Sanctions will be delivered within 3 business day after ruling.

- Decisions:

- If the party is found in violation of the Code of Student Conduct, charges will be made through the OSC and a sanction will be required in order to stay in good standing with UNA.
- If the party is found not in violation of the Code of Student Conduct, no charges will be made through the OSC and there will be no record of violation retained.
- Failure to appear will result in the Student Board Hearing taking place without the student's presence.

c. **Appeals:** A student found responsible for a Code of Student Conduct violation may appeal the outcome based on one or more of the following grounds:

- Conference/hearing was not conducted in accordance with procedural standards.
- Hearing was not conducted without bias or prejudice on the part of the decision maker/decision-making body.
- To consider new evidence.
- Sanctions imposed are extraordinarily disproportionate for the offense or conduct record of the responding student.

Appeals shall be heard by the Student Affairs Associate Vice President/Dean of Students or designee.

- Anticipated Timeline: a detailed written request for appeals must be submitted to the OSC within 3 business days of notification of the results of the original hearing or conference.

- Decisions:

- The Appeal Review Officer may uphold the sanction imposed by OSC.
- The Appeal Review Officer may modify the sanction if sanction set by OSC is found extraordinarily disproportionate for the offense
- The Appeal Review Officer may adjudicate the case if new evidence should be considered or if procedural standards were not followed (and impose sanctions if violations did occur).

4. **Standard of Evidence**

The standard or proof used in UNA Student Conduct Conferences and Student Conduct Board Hearings is by *Preponderance of Evidence*, meaning that the evidence suggests that the student(s) charged with misconduct "more likely than not" actually engaged in the alleged misconduct.

5. **Conduct Sanctions**

One or more of the following sanctions may be imposed upon any student or recognized student organization for any single violation of the Code of Student Conduct:

Warning: An official written notice that the student has violated UNA policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

Restitution: Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to the proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Fines: Reasonable fines may be imposed.

Community/UNA Service Requirements: For a student or organization to complete a specific supervised UNA service.

Loss of Privileges: The student will be denied specified privileges for a designated period of time.

Confiscation of Prohibited Property: Items whose presence is in violation of UNA policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and/or Campus Police.

Behavioral Requirement: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. The audience may be restricted.

Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

UNA Housing Probation: Official notice that, should further violations of University Residences or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing. Regular probationary meetings may also be imposed.

UNA Housing Reassignment: Reassignment to another UNA housing facility. University Residences personnel will decide on the reassignment details.

UNA Housing Suspension: Removal from UNA housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to UNA housing may be specified. Under this sanction, a student is required to vacate UNA housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, University Residences personnel. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for UNA housing, the student must request a Housing Readmission Review with the Department of Housing & Residence Life to determine whether or not the student may return to University Housing, and if so, whether any restrictions apply.

UNA Housing Expulsion: The student's privilege to live in, or visit, any UNA housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

UNA Probation: The student is put on official notice that, should further violations of UNA policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

Eligibility Restriction: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of

Student Conduct or his/her designee and the terms of this conduct sanction may include but are not limited to, the following:

- a) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
- b) Ineligibility to represent the University to anyone outside the University community in any way including participating in the study abroad program, attending conferences, or representing the University at an official function, event, or intercollegiate competition as a player, manager, or student coach, etc.

UNA Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct or his/her designee. During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the Director of Student Conduct or his/her designee. This sanction may be enforced with a trespass action as necessary.

UNA Expulsion: Permanent separation from the University. The student is banned from university property and the student's presence at any UNA-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

Student Organization Sanction: Deactivation, de-recognition, loss of all privileges (including status as a UNA registered group/organization), for a specified period of time.

6. Range of Protective Measures Available to a Complainant Alleging Misconduct

The OSC may use a range of protective measures that the institution may offer to the complainant, which may include:

- No-Contact Orders
- Remote/video conferencing participation in hearing (in cases of violence, threatening, or intimidating circumstances)
 - Can be in same building but using remote/video conferencing participation
- Separate waiting rooms for hearing
- Moving to online courses (where applicable)

University Employee Disciplinary Processes

UNA is committed to maintaining and promoting nondiscrimination in all aspects of recruitment and employment of individuals at all levels throughout the University. UNA policies prohibit, and will not tolerate, discrimination in any personnel actions, programs, and facilities on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability unrelated to job performance, age, veteran status, or genetic or family medical history in compliance

with federal law. This is noted with UNA's *Equal Opportunity Policy and Harassment Policy* found in the UNA Employee Policy Manual and Handbook -

https://www.una.edu/employee-policy-manual/PDFs/Policies/equal_employment_opportunity_and_harassment_policy.pdf.

1. How to File a Disciplinary Complaint Under this Policy

Complaints of alleged harassment and/or discrimination (including allegations of dating violence, domestic violence, sexual assault or stalking) may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor or the appropriate Executive Council member; however, if not appropriate, then to the Assistant Vice President of Human Resources (or his/her designee) or to the Ombudsman. The complaints will be promptly and thoroughly investigated, and the results will be communicated to the reporting party, as appropriate.

Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of harassment or discrimination gained through direct, indirect, or informal means should report such to the next appropriate supervisor or administrative level.

This information can be located within the Employee Policy Manual and Handbook at https://www.una.edu/employee-policy-manual/PDFs/Policies/equal_employment_opportunity_and_harassment_policy.pdf.

Once the complaint has been reported to the proper supervisor, a grievance may be filed in ordinance with the UNA Grievance Policy found at <https://www.una.edu/employee-policy-manual/PDFs/Policies/Grievance%20Policy.pdf>.

2. How the University Determines Whether This Policy will be Used

In determining whether the conduct at issue is sufficient to constitute harassment or discrimination in violation of this policy, the conduct will be analyzed from the objective standpoint of a "reasonable person" under similar circumstances. No violation of the policy should be found if the challenged conduct would not create a hostile environment (i.e., substantially affect the work environment of a "reasonable person").

All harassing conduct prohibited by this policy, whether committed by faculty, staff, or administrators is strictly prohibited and will bring prompt and appropriate disciplinary action, including possible termination of employment. This policy shall apply to any university-sponsored event or program, whether on or off campus, or other situations in which an individual is acting as a member of the UNA community.

The level of discipline imposed will depend upon the severity and pervasiveness of the conduct, which may be determined by the existence of prior incidents of harassment or discrimination. Depending upon the severity of the offense, however, a single violation of this policy may be sufficient for termination of employment.

3. Steps in the Disciplinary Process

UNA's rules concerning discipline are intended to be general guidelines for good judgment and fair treatment. All employees are expected to abide by the University's rules and regulations as a condition of continued employment. Therefore, the University reserves the right to take disciplinary action for violations of its established rules. Employees who violate

the University's policies, procedures, work rules, or behavioral rules will be disciplined in a timely, fair, equitable, and consistent manner.

- *Progressive Discipline*: A system of progressive discipline may be used for the purpose of encouraging an employee to correct unacceptable behavior and adhere to the rules. The University's approach to matters requiring action attempts to administer discipline that is corrective rather than punitive. The discipline progresses from the less severe disciplinary action to the more severe disciplinary action. This does not preclude bypassing the lower levels of disciplinary action and rendering more severe punishment, including termination, when the severity of the offense warrants such action.

Any step or steps of the disciplinary process may be skipped at the discretion of the department head and the Assistant Vice President of Human Resources after investigation and analysis of the total situation, past practice, and circumstances.

Corrections and suggestions should be presented in a constructive and helpful manner in an effort to elicit the cooperation of the employee. Whenever possible, oral and/or written warnings, with sufficient time for improvements, shall precede formal discipline.

- *Warning System*: To help ensure that all necessary disciplinary action is taken without prejudice or favoritism, and that the employee is given an opportunity to correct his/her work performance or behavior, the University will warn the employee, through the progressive discipline system, of unacceptable performance or behavior. The warning system allows the employee to know when he/she has violated a university rule or regulation and what he/she may expect if this conduct continues. The number of warnings prior to any recommended termination is dependent on the seriousness of the rule or rules violated. In cases of misconduct in which the severity of the action is such that continued employment would be detrimental to the University, immediate termination is in order. The employee will be given a copy of all warnings placed in his/her personnel file.

4. Anticipated Timelines

Any grievances must be filed within 14 days of the event(s) that lead to the grievance.

5. Decision-Making Process

- *Informal Hearing*- A grievant first must seek resolution or redress of the grievance informally through the established administrative channels beginning, according to the grievant's classification and to the nature of the grievance, with the official at the first or immediate level of authority, and, if required, continuing in the chain of authority to the next higher level. The complaint of a faculty member normally will be directed to the department head/director with continuation in line to the Vice President for Academic Affairs and Provost (VPAA); for staff, to the immediate supervisor/director and appropriate Executive Council member with continuation in line to the Assistant Vice President for Human Resources (AVPHR).

Following a thorough review of all information presented including discussions with all parties involved, the VPAA or AVPHR should provide a written response to the grievant at the completion of the process. At any point during the process, the grievant may seek resolution with the University Ombudsman.

- *Formal Hearing* - If, after exhausting recourse through informal procedures, the grievant still feels that a satisfactory remedy or relief has not been provided, the grievant may request a formal hearing within fourteen (14) days* of receipt of the response from the

VPAA or AVPHR. The request shall be directed to the President of the University in writing and shall bear the grievant's name, current address, and telephone number; a clear statement of the nature of the grievance and the facts supporting it; the remedy or relief sought; the date; and the grievant's signature.

On receipt of the grievant's request, the President shall proceed to the establishment of a proper Grievance Committee to hear the case, as provided for under Grievance Committees below and shall give the grievant not less than seven (7) days* advance notice as to the date, time, and place set for the hearing.

Upon conclusion of the hearing, the Grievance Committee shall prepare a report summarizing the evidence and rendering its conclusions. Copies of the report shall be sent to the President. Within fourteen (14) days* of the receipt of the report, the President, giving due weight to the report of the Committee, shall render a decision and so notify the grievant. The President's action shall be final, except that a grievant may appeal adverse findings to a subcommittee of the Board of Trustees. It is at the discretion of the President whether or not a formal hearing is granted; the President reserves the right to remand the grievance to alternative forms of resolution.

6. Standard of Evidence

The Committee or Committee Chair may confer with the grievant prior to the hearing to schedule witnesses, provide for the exchange of documents, and achieve other appropriate objectives to make the procedures fair, effective, and expeditious. In the hearing, the Committee may question the grievant and the witnesses presented by the grievant, may call such witnesses and examine such documents as it considers necessary, and shall keep a record of the hearing such as a recording or transcript from a court reporter. The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain all the facts in the dispute, and to come to a conclusion as to whether or not the grievant has just cause for complaint.

In grievances which are contractual in nature, the Committee's role is to determine whether or not the grievant has had all the benefits of the procedures afforded by the grievant's contract and the rules and regulations of the University, school, and department, and whether or not the decision which forms the basis for the complaint was the result of adequate consideration in terms of the relevant standards of the University, school, and department. It is not within the scope of the Committee to make judgments on the professional qualifications of the grievant, such being the responsibility of the administrators within the concerned department, school, and the University. The Committee shall be guided in its decisions only by the evidence presented at the hearing.

7. Possible Sanctions

Disciplinary action may include any of the following sanctions. The University reserves the right to determine those steps necessary, considering all aspects of each individual case.

- Problem Solving meeting
- Verbal Warning
- Written Warning or Reprimand
- Investigative Suspension
- Disciplinary Suspension
- Demotion
- Probation
- Dismissal

Employees arrested and charged with a serious crime may be, at the option of the University, placed on annual leave or leave of absence without pay, pending disposition of the case.

8. Range of Protective Measures Available to a Complainant Alleging Misconduct

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Assistant Vice President for Human Resources or his/her designee.

Any enrolled student or UNA employee may request a No Contact Order as a protective measure available to a complainant.

UNA's Policy Regarding Workplace Threats and Violence

https://www.una.edu/employee-policy-manual/PDFs/employee_policy_manual_and_handbook.pdf

The safety and security of its employees, students and visitors is of utmost importance to UNA. Threats, acts of violence or threatening behavior against students, employees, visitors, third party vendors or other individuals by anyone on University property or on property controlled by the University will not be tolerated. Threats, acts of violence or threatening behavior includes but is not limited to: physical acts, the intentional or willful damaging or destruction of property, verbal or written harassing and/or threatening statements, telephone calls or other electronic messages, or threatening gestures, expressions or other behavior such as stalking or intimidation. Verbal and/or written behavior also includes use of any method of communication such as email, comments posted on websites, or other social media, regardless of the ownership of the equipment used.

University employees who witness, receive, or are informed of any type of threat, act of violence or threatening behavior on campus or related to the campus should notify their supervisor or the University Police Department at 256.765.4357 as quickly as is possible. Additionally, employees should report any behavior or communication they have witnessed which they regard as threatening or violent, when that behavior may be acted upon on a University-controlled site or at a University-related function. Employees bear the responsibility for making these reports regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

Reports of threats, threatening behavior, or acts of violence will be investigated appropriately. If an investigation reveals cause for concern, the University may take action which could include the removal of the employee from campus until such time as a determination could be made regarding the employee's status. Disciplinary action will be commensurate with the level of severity of the threat, behavior or act, and may include, but will not be limited to, a written reprimand, suspension or termination of employment, and/or the filing of criminal charges, criminal arrest and/or prosecution of the employee involved.

No existing university policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

The University recognizes and respects the need for privacy and confidentiality of reporting parties and will, therefore, handle their reports with extreme discretion. Confidentiality will be maintained to the extent possible. Anonymous reports, which are not recommended, will be investigated to the extent possible, but the process may be restricted by the lack of full disclosure.

At no time does this policy prevent anyone from calling 9-1-1 should he/she feel there is an immediate threat to his/her own safety or the safety of others. Any employee who applies for or obtains a protective or restraining order which lists university locations as protected areas must provide to the University Police Department a copy of the petition and declarations used to seek the order and a copy of the temporary or permanent protective or restraining order which is granted.

Sex Offender Registry

In accordance with the Campus Sex Crimes Prevention Act of 2000 (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, UNA provides a link to the *Alabama State Sex Offender Registry*. All sex offenders are required to register in the State of Alabama and to provide notice of each institution of higher education in Alabama at which the person is employed, carries out a vocation or is a student. You may search the *Alabama Sex Offender Registry* from this webpage, <https://www.alea.gov/node/270>.

In addition to the above notice to the State of Alabama, all sex offenders are required to deliver written notice of their status as a sex offender to UNA prior to their enrollment, employment, volunteerism or residence with UNA. Such notification may be disseminated by UNA to the campus community and may be considered by UNA for enrollment and discipline purposes.

To request information regarding registered sex offenders, including those employed, carrying on a vocation, or enrolled at UNA, write the University Police at 1 Harrison Plaza, UNA Box 5067, Florence, AL 35632 or email at police@una.edu.

Missing Student Procedures and Notifications

Students who reside in on-campus residential housing facilities are encouraged to report a student that has been missing for 24 hours to UPD at 256.765.4357 or a CSA. The CSA will be required to report any official missing student immediately to the UPD. In the absence of any of these previous contacts, an official missing student report can be filed through Florence Police Department 256.760.6500.

Per the Clery Act, the University will give each student living in an on-campus residential housing facility the option to identify a contact person(s) on an annual basis of whom the institution shall notify within 24 hours if the student is determined to be missing by UPD.

When students are informed of their option to provide a contact, they are advised that their contact information will be registered confidentially, and this information will be accessible only to authorized campus officials, UPD and law enforcement. This information may not be disclosed outside of a missing person investigation. UNA will notify any missing student's

confidential contact(s), if provided, within 24 hours of the determination that the student is missing.

Students are advised that, in the event a student is under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of when the student is determined to be missing, in addition to any additional contact person designated by the student.

Students are advised that, for all missing students, UNA will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.



ANNUAL FIRE SAFETY REPORT 2023



Fire Safety Report Definitions

Fire

A fire, for the purposes of the HEA, is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cause of Fire

The factor(s) that gives 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-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, employees, visitors, firefighters or any other individuals.

Fire-related Death

Any instance in which a person (1) 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 (2) dies within one year of injuries sustained as a result of the fire.

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. This estimate should include contents damaged by fire, and related damage caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

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. This may include sprinkler systems 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; and fire doors and walls that reduce the spread of a fire.

Fire Drill

A supervised practice of a mandatory evacuation of a building for a fire.

General Evacuation Rules for Fire at Residence Halls

Fire Safety & Evacuation Procedures

In the event of a fire, all residence hall buildings will be evacuated to protect the health and safety of the residents, guests and visitors. When an alarm is sounded you must assume there is an emergency and you must follow the following steps.

Students who encounter a fire in a residence hall should pull the closest fire alarm and evacuate the building to the designated emergency assembly point. Emergency evacuation procedures are posted in every bedroom or suite. Failure to evacuate a building upon hearing a fire alarm is in violation of University policy and will be handled through the student discipline process.

Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals and enunciators. The alarm is a continuous buzzing noise. All alarms should be regarded as actual fires. UNA and State law require all residents and their guests to adhere to the fire safety regulations of the campus.

It is each resident's responsibility to be familiar with evacuation procedures. In the case of a fire, residents should do the following:

- If there is smoke in the room, keep low to the floor.
- Before passing through any door, feel the doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against the door and open it slightly. If heat and smoke are present, close the door and stay in the room.
- If you cannot leave the room, open the window. If trapped, attract the fire department by hanging an object out the window.
- If you can leave the room, close the door behind you.
- Go to the nearest exit or stairwell. Do not use the elevator.
- If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
- If all exits are blocked, go back to your room, open the windows, and attract the fire department.
- After evacuating the building, move to the designated meeting location (at least 50 feet from the building). Emergency personnel and equipment will be maneuvering around the building.
- Follow the directions of fire, police and Housing & Residence Life staff.
- You may re-enter the building only after fire and police officials have given their approval.

Following a Manual Alarm

The Housing and Residence Life staff member on duty will notify the Florence Fire department and UPD, even if the alarm is sounding. As soon as the alarm is heard, residents must vacate the area according to the evacuation procedures. It is each resident's responsibility to be familiar with the evacuation procedures, which are the following:

1. Leave in a quick and orderly manner by the stairwell into the parking lot.
2. Wear shoes for protection.
3. Carry a towel if smoke is detected. This may assist with breathing.
4. Close, but do not lock the door to the bedroom.
5. Feel any closed door for heat before opening, if heat is detected, take an alternate route.
6. Have a "buddy system" for physically challenged residents and heavy sleepers.
7. Stay out of the building until given permission to re-enter.
8. In case an exit is not possible, residents should stay in their room with their door closed, placing wet towels or clothes around the door to keep smoke out. The resident should also place a white sheet, towel or cloth out their window to indicate they are in the room.

Fire Safety Regulations and Violations

Tampering with fire safety equipment or setting off a false alarm is against the law. It also will make the system ineffective and endanger the lives of other residents. Any person who sets off a false alarm, interferes with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors or exit signs is subject to severe disciplinary action, including dismissal from the residence halls, possible suspension from the University and/or criminal prosecution. If a smoke detector is detached from the wall for any reason, it is the responsibility of the resident to report it immediately. If not reported, all residents will be held responsible for tampering with fire safety equipment and will be disciplined and/or fined. Failure to evacuate during a fire alarm is not only a safety hazard but is also a violation of University policy and State law.

Electrical appliances with exposed heating elements are prohibited. All appliances must be UL approved (meaning a safety certification mark of a Nationally Recognized Testing Laboratory or Electro Technical Laboratory is applied). No open flames (candles, incense, kerosene lamps, etc.) or any incendiary devices are permitted in the residence halls, rooms/suites/apartments.

It is essential that residents observe and follow all fire safety regulations. Disregard or noncompliance of any of these regulations is a violation of State law, University policy and/or the Code of Student Conduct and may result in the resident(s) being referred to the Office of Student Conduct or reported to UPD for their actions.

Reporting a Fire

In case of a fire or any emergency dial 911.

To report a fire, students and employees should contact: UPD, Florence Fire Department or a Housing and Residential Life staff member.

If a member of the campus community finds evidence that a fire has been extinguished, and is unsure if the fire was reported, or if police or fire department has previously responded, the person should notify UPD immediately at 256.765.4357.

Fire Log

The UPD maintains a Fire Log, within the Daily Crime Log, that records all fire alarms and the reason for the triggered fire alarm. The UNA Daily Crime and Fire Log is available for public inspection at UPD headquarters or at <https://www.una.edu/police/crimelog.html>. The Fire Log includes the nature, date, time, and general location of each fire reported to the department. The department posts fire incidents in the Fire Log within two business days of receiving a report of a fire (or alarm) and reserves the right to exclude reports from the Fire Log in certain circumstances.

Fire Safety Systems Chart

<i>The following chart depicts the UNA Fire Safety Systems for our On-Campus Residence facilities for 2023-2024:</i>						
Facility	Partial Sprinkler System	Full Sprinkler System	Smoke Detector	Fire Extinguisher Devices	Evacuation plans & placards	Number of Fire Drills
Rivers Hall 724 N. Pine Street	Yes, Standpipe system	No	Yes	Yes	Yes	2
Rice Hall 728 N. Pine Street	Yes, Standpipe system	No	Yes	Yes	Yes	2
Lafayette Hall 151 Shelby Way	Yes, Standpipe system	No	Yes	Yes	Yes	2
Hawthorne Hall 450 W. Hawthorne St.	No	Yes	Yes	Yes	Yes	2
Covington Hall 320 Covington Street	No	Yes	Yes	Yes	Yes	2
Appleby East Hall 713 Nellie Avenue	No	Yes	Yes	Yes	Yes	2
Appleby West Hall 719 Nellie Avenue	No	Yes	Yes	Yes	Yes	2
Mattielou Hall 810 N. Pine Street	No	Yes	Yes	Yes	Yes	2
Olive Hall 710 Olive Street	No	Yes	Yes	Yes	Yes	2
Twin Oaks 550 N. Cedar Street	No	No	Yes	Yes	No	0
Lion's Gate Apts. 1105 N. Pine Street	No	No	Yes	Yes	No	0
Grandview Apts. 1247 N. Graham Ave.	No	No	Yes	Yes	No	0
Cypress Flat Apts. * 310 Cypress Mill Road	No	Yes	Yes	Yes	No	0
No'Ala Heights Apts. * 402 E. Tennessee St.	No	Yes	Yes	Yes	No	0
Nobles Crossing Apts.* 748 Nellie Avenue	No	Yes	Yes	Yes	No	0
Cedar Arms Apts. ** 430 N. Cedar St.	No	Yes	Yes	Yes	No	NA
Gilbert Court Apts. ** 151 Gilbert Court	No	Yes	Yes	Yes	No	NA
Kappa Sigma Frat. 301 Larimore Street	No	Yes	Yes	Yes	Yes	1
Pi Kappa Alpha Frat. 304 Larimore Street	No	No	Yes	Yes	No	0
Sigma Chi Fraternity 306 Larimore Street	No	Yes	Yes	Yes	No	0
Alpha Tau Omega 625 N. Locust Street	No	No	Yes	Yes	Yes	1

Residential Property 553 Oakview Circle	No	No	Yes	Yes	No	0
Residential Property 510 N. Cypress Street	No	No	Yes	Yes	No	0

* New Residential Housing as of August 2022.

** New Residential Housing as of August 2023.

Housing and Residence Life Policies

UNA Housing and Residence Life and the UNA Code of Student Conduct outlines policies concerning fire related hazards. These policies and rules apply to all UNA owned or controlled residential housing facilities respectively.

Fire Safety: Student Code of Conduct

Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages UNA or personal property or which causes injury.
- b) Failure to evacuate a UNA-controlled building during a fire alarm.
- c) Improper use of UNA fire safety equipment.
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UNA property. Such action may result in a local fine in addition to UNA sanctions.

Housing and Residence Life Fire Prevention Information

Smoke Detectors and Sprinkler Systems

All residence halls have smoke detectors and sprinkler systems installed (Rice and Rivers Halls have partial sprinkler systems) and a Fire Alarm Control Panel. There are smoke detectors in each student room as well as in common areas. These are connected to the central alarm system, which notifies the Florence Fire Department and UPD.

Fire Safety Equipment

Emergency procedures are posted on the back of every resident's door. Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals, and enunciators. Hawthorne, Covington, Appleby East and Appleby West halls all have a fire suppression system located throughout the entire building including common areas, lobbies and suites/bedrooms. There are two methods of notification: manual and automatic.

Fire Drills/Safety Education

To comply with State and local fire regulations and for fire safety education, unannounced fire drills are conducted every semester. All persons inside the residence hall during emergency drills are required to evacuate the building. Failure to evacuate the residence hall for any reason, including sleeping through an alarm, may result in disciplinary action. UNA Housing and Residence Life, Facilities and Planning Administration and the City of Florence Fire Department jointly conduct at minimum one fire drill per semester in each residence hall on-campus.

UNA Housing and Residence Life, Facilities and Planning Administration and the City of Florence Fire Department partner together to conduct fire training during each session that occurs before the beginning of the semester. Fire evacuation information is given to all

students at the “First-floor” meeting as well as the “After the Fire” meeting hosted annually for new residential students.

Appliances and Electrical Items Policy

Because the University takes the safety of everyone in residential housing very seriously, we cannot allow students to bring certain items into their room/apartment. Prohibited items may differ depending on location. During health and safety inspections, University officials will require the removal of prohibited appliances or materials from residence hall rooms.

Prohibited Items:

Extension cords	Portable space heaters	Halogen or Lava lamps
Oil-based air fresheners	Wax electric air fresheners	Candles
Sunlamps	Bicycle/Hoverboards	Combustible liquids
Incense & Incense burners	Power tools*	Grills*
Camping stoves	All cooking appliances with an open heating element	

*Allowed in apartments

Permitted Items:

Microwave ovens (700 watts)	Refrigerators (up to 4.3 cu. ft.)	Keurig style coffee makers
Air Fryers*	Rice Cookers*	Electric candles
Sunlamps	Bicycle/Hoverboards	Combustible liquids

*Prohibited for in room use; but may be stored unplugged. May be used in shared kitchen areas.

Students must use official surge protectors for additional electrical appliances. Violations will result in confiscation of the appliance(s) and residents may be subject to the student conduct process.

Candles, Incense, and Scented Items Policy

Candles, incense, potpourri, scented burners, plug-ins, and any other item that generates heat and/or open flame are prohibited in the residence halls/apartments. Melted wax, burned wicks, lingering aroma, etc., may be considered evidence of a violation of this policy.

Fire Safety Equipment Policy

Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, State, and federal laws, as well as a violation of University policy. Tampering with fire safety equipment is a criminal offense and a ticket/fine may be issued. (See ***Fire Safety Regulations and Violations*** noted above)

Flammable Liquids/Explosives Policy

Possession of containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers. Explosives including, but not limited to firecrackers, fireworks, home-made explosives, pyrotechnics, and gunpowder are not permitted in residential areas.

Smoking Policy

UNA prohibits smoking on all University-owned and -operated property both indoors and outdoors. "Smoking," as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use.

"Smoking products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). "University-owned and -operated property" includes but is not limited to all outdoor common and educational areas; all University buildings; University-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and University-owned and -leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting University-owned space on University-owned and operated property campus grounds.

2020-2022 Annual Fire Safety Report Statistics

Statistics and Related Fires in On-Campus Residential Housing Facilities in 2020						
Facility	Total Fires in Each Building	Fire Number	Category (Intentional, unintentional, undetermined) & Cause of Fire	# of Injuries requiring treatment at Medical Facility	# of Deaths related to Fire	Value of Property Damage Caused by Fire
LaGrange Hall 352 Circular Road	0*	0	N/A	N/A	N/A	N/A
Rivers Hall 724 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Rice Hall 728 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Lafayette Hall 151 Shelby Way	0	0	N/A	N/A	N/A	N/A
Hawthorne Hall 450 W. Hawthorne St.	0	0	N/A	N/A	N/A	N/A
Covington Hall 320 Covington Street	0	0	N/A	N/A	N/A	N/A
Appleby East Hall 713 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Appleby West Hall 719 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Mattielou Hall 810 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Olive Hall 710 Olive Street	0	0	N/A	N/A	N/A	N/A
Twin Oaks Apts. 550 N. Cedar Street	0**	0	N/A	N/A	N/A	N/A
Lion's Gate Apts. 1105 N. Pine Street	0**	0	N/A	N/A	N/A	N/A
Grandview Apts. 1247 N. Graham Avenue	0**	0	N/A	N/A	N/A	N/A
Kappa Sigma Fraternity 301 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Pi Kappa Alpha Fraternity 304 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Sigma Chi Fraternity 306 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Alpha Tau Omega 425 N. Locust Street	0**	0	N/A	N/A	N/A	N/A

*UNA previously disclosed 0 fire statistics for LaGrange Hall in 2020, although this facility did not house any students during this calendar year.

**UNA did not previously disclosed fire statistics for these facilities in 2020, even though they were occupied during this calendar year. 0 fires at these facilities occurred during this year.

Statistics and Related Fires in On-Campus Residential Housing Facilities in 2021						
Facility	Total Fires in Each Building	Fire Number	Category (Intentional, unintentional, undetermined) & Cause of Fire	# of Injuries requiring treatment at Medical Facility	# of Deaths related to Fire	Value of Property Damage Caused by Fire
Rivers Hall 724 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Rice Hall 728 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Lafayette Hall 151 Shelby Way	0	0	N/A	N/A	N/A	N/A
Hawthorne Hall 450 W. Hawthorne St.	0	0	N/A	N/A	N/A	N/A
Covington Hall 320 Covington Street	0	0	N/A	N/A	N/A	N/A
Appleby East Hall 713 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Appleby West Hall 719 Nellie Avenue	0*	0	N/A	N/A	N/A	N/A
Maffielou Hall 810 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Olive Hall 710 Olive Street	0	0	N/A	N/A	N/A	N/A
Twin Oaks Apts. 550 N. Cedar Street	0	0	N/A	N/A	N/A	N/A
Lion's Gate Apts. 1105 N. Pine Street	0**	0	N/A	N/A	N/A	N/A
Grandview Apts. 1247 N. Graham Avenue	0	0	N/A	N/A	N/A	N/A
Kappa Sigma Fraternity 301 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Pi Kappa Alpha Fraternity 304 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Sigma Chi Fraternity 306 Larimore Street	0**	0	N/A	N/A	N/A	N/A
Alpha Tau Omega 625 N. Locust Street	0**	0	N/A	N/A	N/A	N/A

*UNA reported 0 fires for the Appleby West in 2021, however, it was previously excluded from the fire statistic chart in the 2022 ASFSR.

**UNA did not previously disclosed fire statistics for these facilities in 2021, even though they were occupied during this calendar year. 0 fires at these facilities occurred during this year.

Statistics and Related Fires in On-Campus Residential Housing Facilities in 2022						
Facility	Total Fires in Each Building	Fire Number	Category (intentional, unintentional, undetermined) & Cause of Fire	# of Injuries requiring treatment at Medical Facility	# of Deaths related to Fire	Value of Property Damage Caused by Fire
Rivers Hall 724 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Rice Hall 728 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Lafayette Hall 151 Shelby Way	0	0	N/A	N/A	N/A	N/A
Hawthorne Hall 450 W. Hawthorne St.	0	0	N/A	N/A	N/A	N/A

Covington Hall 320 Covington Street	0	0	N/A	N/A	N/A	N/A
Appleby East Hall 713 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Appleby West Hall 719 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Mattielou Hall 810 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Olive Hall 710 Olive Street	0	0	N/A	N/A	N/A	N/A
Twin Oaks Apts. 550 N. Cedar Street	0	0	N/A	N/A	N/A	N/A
Lion's Gate Apts. 1105 N. Pine Street	0	0	N/A	N/A	N/A	N/A
Grandview Apts. 1247 N. Graham Ave.	0	0	N/A	N/A	N/A	N/A
Cypress Flat Apts. * 310 Cypress Mill Road	0	0	N/A	N/A	N/A	N/A
No'Ala Heights Apts. * 402 E. Tennessee St.	0	0	N/A	N/A	N/A	N/A
Nobles Crossing Apts. *						
748 Nellie Avenue	0	0	N/A	N/A	N/A	N/A
Kappa Sigma Frat. 301 Larimore Street	0	0	N/A	N/A	N/A	N/A
Pi Kappa Alpha Frat. 304 Larimore Street	0	0	N/A	N/A	N/A	N/A
Sigma Chi Fraternity 306 Larimore Street	0	0	N/A	N/A	N/A	N/A
Alpha Tau Omega 625 N. Locust Street	0	0	N/A	N/A	N/A	N/A
Residential Property 553 Oakview Circle	0	0	N/A	N/A	N/A	N/A
Residential Property 510 N. Cypress Street	0	0	N/A	N/A	N/A	N/A

* New Residential Housing as of August 2022.

UNA would like to note that the following facilities had no fires statistics reported in 2020 & 2021 since they were not used as on-campus student housing during those calendar years.

- 510 N. Cypress Street
- 553 Oakview Circle
- Cypress Flats Apts. – 310 Cypress Mill Rd.
- No'Ala Heights Apts. – 402 E. Tennessee St.
- Nobles Crossing Apts. – 748 Nellie Ave.

Future Plans for Fire Safety Improvements

The UNA Safety and Emergency Planning Committee strives to consider and implement progressive fire safety improvements within the University planning and development to minimize the occurrence of fires and increase fire safety awareness. UNA Facilities Administration and Planning, the local fire department, Housing and Residence Life and UPD often work together to improve fire safety and make considerations for the future.

Although the University does not have any planned improvements in fire safety at this time, UPD, Facilities Administration and Planning and Housing and Residence Life take fire safety seriously. Their staff continuously report concerns and issues to the proper authorities for prompt attention to faulty fire safety equipment and voice recommendations for improvements for consideration.

END OF REPORT