

CHANCELLOR'S PROCEDURES FOR POLICY

510.01: Safety and Security

- I. Each college of the Alabama Community College System shall maintain as a minimum:**
 - A.** An Emergency Operation Plan (EOP) that covers reasonable potential emergency response and recovery, approved by the Alabama Community College System (ACCS) office:
 1. Each college will maintain an EOP that conforms to the template provided by the ACCS.
 2. Each college will conduct active shooter training annually.
 3. Each college will conduct fire evacuation drills in each building occupied by students or staff every twenty- four-month cycle.
 4. Each college will hold live, active drills and exercises during each twenty-four-month audit cycle.
 - B.** Each College will have a functioning Threat Assessment and Intervention Program with the following components:
 1. An established and trained Behavioral Intervention Team (BIT)
 2. Training for faculty and staff to recognize indicators of “at risk” behaviors.
 3. A system to easily report and/or submit concerns to the BIT.
 4. Threat Assessment & Intervention activities will be audited by ACCS for compliance.
 5. When known in advance, the Human Resources and/or the Student Affairs department will notify the college's Chief of Police prior to any employee or student's termination, suspension, or expulsion. The Chief of Police is responsible for the following upon notification of any termination, suspension, or expulsion of any employee or student:
 - A.** Conducting threat assessments - threat assessments may include social media reviews and criminal intelligence reviews in appropriate cases.
 - B.** Developing action plans – action plans will include assisting with determining the time and location for the termination, suspension,

or expulsion to occur, who is present, procedure for allowing the individual to collect their personal property, and collection of college equipment.

- C. Each College will comply with statistics submissions and annual reports required by the Clery Act, Title IX, Violence Against Women Act (VAWA), Drug Free School and Communities Act and other Federal and State requirements.
- D. Each College will conduct safety, security, and emergency procedures training during new employee and student orientation.
- E. Each college will conduct required safety, security, and emergency procedures, refresher training for faculty and staff annually and create processes to ensure that all faculty and staff participate in the training.

II. Each College of the Alabama Community College System shall, prior to the appointment of a police officer:

- A. Conduct a fingerprint based state and national criminal background check.
- B. Review the current and prior law enforcement employment history.
- C. Review available social media accounts of the police officer.
- D. Review professional references provided by the police officer.
- E. Review disciplinary actions taken against the police officer while in secondary and post-secondary school confirmed by telephone, electronic, or other means.
- F. Review a full report of the police officer's credit history provided by the police officer.
- G. Review of the police officer's residential address history.
- H. Review the police officer's motor vehicle history.
- I. Complete a polygraph exam with satisfactory results.
- J. Complete a psychological evaluation with satisfactory results.
- K. Complete a drug screen with satisfactory results.

III. Effective December 1, 2026, each college of the Alabama Community College System, except for Ingram State Technical College, shall maintain the following standards to provide a safe and secure atmosphere for the campus community:

- A. Each college will maintain a fully functional police department.
- B. Colleges will not utilize unarmed / untrained security during hours the college is open for operation.
- C. Each college will maintain a Police Department Procedural General Orders Manual which conforms to the standards provided by the ACCS.
- D. Each college police department will conform to the standards established for Alabama Association of Chief of Police Accreditation.
- E. Colleges will participate in a Police Department Peer Review process to ensure compliance with federal and state law, APOST requirements, Alabama Chief of Police Association Accreditation, and ACCS standards