



VIRGINIA POLYTECHNIC INSTITUTE
AND STATE UNIVERSITY



2013 JEANNE CLERY ACT REPORT

THE ANNUAL CAMPUS SECURITY REPORT

FOR THE

RICHMOND CENTER



**CAMPUS SAFETY:
A SHARED RESPONSIBILITY**

The Virginia Tech Police Department is a Nationally Accredited Law Enforcement Agency.

2013 Virginia Tech Annual Campus Security Report Richmond Center

The Virginia Tech Police Department has been designated as the department responsible for compiling and publishing the university's annual security and fire safety report. This document is intended to serve as the annual security report, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, safety information, policy information, safety tips, resource phone numbers and a brief overview of the services offered. Keep this information where it can be easily located; it provides you with a useful reference source of information.

Campus Security Authority (CSA)

"Campus security authority" is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security.
- Any 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.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority.

Information about services and crimes for this report is obtained from Campus Security Authorities including, but not limited to, the Department of Human Resources, the Director of Virginia Tech Richmond Center and Office of Student Conduct. Statistics are also obtained from the Henrico County Police Department, which serves as the law enforcement authority where the Richmond Center is located.

Virginia Tech is committed to providing the members of the campus community and visitors with the safest and most secure environment possible, however, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study and live on campus. Crime information for the Richmond Center is obtained from the Richmond Center Director and the Henrico County Police Department. Individuals, who want to report crimes for inclusion in the Annual Security Report, or for the purpose of making timely warning reports, should report them to the Director of the Richmond Center or the Henrico County Police Department.

Campus Overview

Virginia Tech Richmond Center

The Virginia Tech Richmond Center is a collaborative venture between the University Of Virginia and Virginia Tech, and is located 2810 N. Parham Road, in Richmond, Virginia. The Richmond Center consists of classrooms and administrative offices located on the third floor of the building. It is staffed by a Director, an Assistant Director and several faculty members.

Most of the students at the center are working professionals from the corporate world, local and federal governments, non-profit organizations and other regional entities. As employers seek to do more with less, upgraded proficiencies, often in newly developed knowledge, are vital to competing within the context of the technological revolution and today's increasingly global economy. Virginia Tech's Richmond Center provides an excellent opportunity for students to increase their knowledge in their chosen professional fields. Masters classes in Public Administration, Educational Leadership and Policy Studies, Information Technology, Business Administration and Engineering are offered. The Center hosts a number of other professional development courses for public and private organizations not affiliated with Virginia Tech.

Law Enforcement Services

The Virginia Tech Richmond Center receives its police services from the Henrico County Police Department. Henrico County Police respond to calls for service and assistance. The Virginia Tech Police Department does not have a Memorandum of Understanding (MOU) with the Henrico County Police, since Henrico County Police investigate all crimes within their jurisdiction.

Policies and Regulations

Timely Warning Notices

Timely Warnings / Crime Alerts will be provided to the community in the event of a reported crime, either on campus or off, that, in the judgment of the Chief of the Virginia Tech Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. *Timely Warnings / Crime Alerts* can only be issued if the Virginia Tech Police Department receives information either from the Henrico County Police Department, the Virginia State Police or the Director of the Richmond Center. The Clery crimes for which *Timely Warnings / Crime Alerts* may be issued may include, but are not limited to, arson, homicide, burglary, robbery, sex offenses, aggravated assault and motor vehicle theft.

The *Timely Warnings / Crime Alerts* are generally written by the Chief of Police or a designee and they are typically distributed to the community via email to anyone who has a vt.edu email address by University Relations. If someone from University Relations is unavailable, there are several administrators in the Virginia Tech Police Department who can initiate the email system. The *Timely Warning / Crime Alert* notices are also posted on the Virginia Tech Police Department website. Updates to the Virginia Tech community about any particular case resulting in a *Timely Warning / Crime Alert* will normally be distributed via email.

Access to Campus Buildings

Access to the Virginia Tech Richmond Center is controlled by MVP LLC. Exterior doors are unlocked at 7:00am on business days and are secured by 10:00pm. Exterior key access is maintained by the management company and not by Virginia Tech. Security is provided by the management company from 3:00pm to 11:00pm Monday through Friday, on site. Virginia Tech does not have any responsibility for maintenance of the facility therefore has no policy related to security considerations.

Alcohol and Drugs

Virginia Tech recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Virginia Tech does not encourage the use of alcoholic beverages and strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the university community are responsible for their decisions regarding their use of alcohol as well as their behavior, which occur as a result of these decisions. In this context, Virginia Tech created a comprehensive policy on Alcoholic Beverages and Other Controlled Substances. This policy can be found in the University Policies for Student Life and on the Web at:

<http://www.studentconduct.vt.edu>.

Alcohol Policy

Virginia Tech fully complies with the alcohol regulations of the Commonwealth of Virginia. All state laws apply to Virginia Tech students, faculty, staff and visitors while in the Commonwealth of Virginia. These laws prohibit possession, distribution and consumption of all alcoholic beverages by persons less than 21 years of age while in the Commonwealth of Virginia. To maintain conditions conducive to a learning environment, and to ensure that all community members are in a safe, productive environment, the university further restricts the use of alcohol within specified criteria. For more comprehensive details, please refer to the University's Policy on Alcoholic Beverages at: <http://www.policies.vt.edu/1015.pdf> .

Controlled Substances

The university strictly prohibits the illegal use or possession of any controlled substance. The illegal use of controlled substances is incompatible with the goals of an academic community. Students found guilty of possessing, using, distributing, or selling controlled substances will face serious disciplinary action, which may include suspension and/or dismissal from the university for the first offense. Violations of state law should be reported to the Henrico County Police who will take appropriate legal actions. For more comprehensive details, please refer to the University's Policy for a Drug Free University at: <http://www.policies.vt.edu/1020.pdf>.

Pastoral and Professional Counselors

The Virginia Tech Richmond Center does not have any pastoral or professional counselors, therefore, there are no policies encouraging counselors to inform persons about reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Emergency Response and Evacuation

Emergency Notifications

Virginia Tech will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In accordance with the Higher Education Act of 1965 as amended and Section 23-9.2:11 of the Code of Virginia, the university has implemented a comprehensive communications system, VT Alerts, to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using a variety of methods. The VT Alerts system includes: email notices; phone, cellular phone, and text messages; classroom electronic message signs; posters; university website notices; campus loud speakers/sirens and desktop alerts. Protocols for emergency notifications, as outlined in the Emergency Notification Systems Protocols, are available at: <http://www.police.vt.edu/static/vt-ens-protocol.pdf>.

Parents and members of the larger community are not eligible to sign up for all of the immediate notifications through Virginia Tech Alerts. However, they are able to sign up for Desktop Alerts and are encouraged to do so and can also check the University Website at <http://www.vt.edu> for updates during an emergency on campus. The Henrico County Police Department is primarily responsible for confirming that there is a significant emergency or dangerous situation at the Richmond Center that could cause an immediate threat to the health and safety of the members of the campus community. There are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak, etc. The Office of University Relations, the Virginia Tech Police Department the Office of Emergency Management, the Vice President for Administrative Services have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place or other action on the part of students, employees, and campus visitors. These departments have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and to initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

One of the listed departments above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a survivor or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Richmond Center include the Henrico County Police Department, the Virginia State Police and the Henrico County Fire and EMS Department.

Annually, the Offices of University Relations and Human Resources provide communications to the university community regarding university procedures for authorized closings and receiving emergency alerts. Additional information about the “Alert” process can be found in the University Safety and Security Policy at: <http://www.policies.vt.edu/5615.pdf>.

Emergency Preparedness

Emergency preparedness and information on what to do in an emergency can be found on the “Be Hokie Ready” link from the Office of Emergency Management webpage <http://www.emergency.vt.edu>. In an emergency it is important to remember three important things: **do not take unnecessary risks, there is no substitute for remaining calm, and always use common sense.**

Virginia Tech will notify the university community of its emergency notification protocols, emergency response and evacuation procedures via email, in conjunction with at least one drill or exercise each calendar year. Information related to emergency notifications and emergency guidelines can be found at <http://www.emergency.vt.edu>. Information related to evacuation procedures can be found at <http://www.ehss.vt.edu>.

Emergency Evacuation Procedures

Each occupied residence hall is required to conduct a quarterly fire drill in compliance with the Virginia statewide fire code. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year. The purpose of the drills is to provide all staff practice in the event there is ever a real fire or other evacuation emergency. The drills prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures and the location of exits and the sound of the fire alarm. Alarms and other components of the fire safety system are also checked to see that they are working properly.

Each university department or unit develops an Emergency Action Plan (EAP) that outlines the actions occupants in the building must take during emergencies. Evacuation planning is a part of each department's EAP. Once you have reviewed your evacuation and fire prevention plans with your employees, practice drills are recommended to ensure that the employees are prepared for emergencies. All drills must be coordinated with EHS in advance by calling (540) 231-9068 or email firesafe@vt.edu.

Secure-In-Place Procedures

When it is necessary to secure-in-place, you will be the safest by placing a locked door or other barricade between you and the associated violence or danger.

HOW DO I SECURE-IN-PLACE?

- **REMAIN CALM!**
- If you are outside during a secure-in-place emergency you should seek cover in the nearest unlocked building.
- If the buildings in the immediate area have exterior doors that have been locked, continue to move away from the danger, seek cover, move to another building, or leave campus if it is safe to do so.
- Once inside, find an interior room and lock or barricade the doors.
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows.
- Await further instruction from VT Alerts and emergency personnel.

- DO NOT leave until an “All Clear” is received.

WHAT IF SOMEONE WANTS TO ENTER A SECURE AREA?

If there is any doubt about the safety of the individuals inside the room or building, the area needs to remain secure. Allowing someone to enter a secure location may endanger you and others. USE GOOD JUDGMENT.

If there are individuals outside the secured door who wish to get in, several factors should be considered to determine if it is safe:

- Can you see the area outside the door to determine that someone is not lying in wait? Is it a trap?
- If a physical description of the subject was given in the secure-in-place alert, consider similarities such as age, race, clothing description, height, weight, gender, and hair and eye color.

If the decision is made to let a person in, consider the following:

- Have the person leave anything he or she is carrying (a backpack, laptop case, package, etc.) on the ground, outside of the secure area.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

Shelter-In-Place Procedures

Shelter-in-place events are usually weather related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. DO NOT lock doors behind you as others may also need to shelter-in-place.

HOW DO I SHELTER-IN-PLACE?

- REMAIN CALM!
- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see a tornado or severe weather event to react.
- Resist the temptation to go outside and check the weather conditions yourself.
- Once inside, stay away from windows, glass, and unsecured objects that may fall.
- Seek shelter in interior rooms and corridors.
- Avoid large free standing expanses such as auditoriums and gymnasiums.
- DO NOT use elevators.
- Await further instruction from VT Alerts and emergency personnel.
- DO NOT leave until an “All Clear” is received.

During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

WEATHER DEFINITIONS

- **Watch:** Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.
- **Warning:** Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.

Reporting a Crime or Getting Emergency Assistance

Individuals are responsible for being aware of and complying with university policies/procedures, and applicable law. Employees and students are encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats, or risks to the appropriate law enforcement agency or university office(s). Crimes and other emergencies should be reported to the Henrico County Police Department at 804-501-5000 or 911 for an emergency.

The Richmond Center does not have any policies or procedures that allow survivors or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The Virginia Tech Police Department encourages everyone that has become a survivor of crime to come forward and report to the police. However, on occasion and depending on the nature of the crime the survivor refuses to press charges. This is the survivor's option. Students also have the option of contacting other university resources, such as the Virginia Tech Women's Center, Office of Student Conduct, Cook Counseling Center, McComas Health Center, or academic advisors who will assist with notifications, if desired. Crimes can also be reported to the Virginia Tech Police Department for the purpose of making a timely warning reports and the annual statistical disclosure.

Services and Prevention Information

All Virginia Tech students have access to services offered on the main campus regardless of the location of the extended campus where they are taking classes. Crime prevention, safety and security, sexual assault and other programs are available upon request.

Safety and Security Programs

The Virginia Tech Police Department has a full time crime prevention unit that provides educational programming and other crime prevention functions to the university community. Educational programs located on the Blacksburg campus include Student Police Academy, Alcohol Awareness, Bicycle Safety, Drug Awareness, Operation ID, Personal and Property Safety (basic crime prevention and personal safety), Rape Aggression Defense and Women's Awareness and Safety. All programs are available to faculty, staff and students upon request or if a need becomes apparent.

Training, Outreach and Education
Sexual Harassment/Sexual Violence Training
Title IX Coordinator
Division of Human Resources

Cadet Corp Leadership Training - Title IX and Retaliation

Title IX Sexual Harassment, including sexual violence (and sexual assault) training with:

- Graduate Teaching Assistants Workshop
Mandatory for all new graduate teaching assistants
- Math Emporium Student Tutors, Teaching Assistants
- Athletics Leadership
- Development and Diversity Institute
- Virginia Bioinformatics Institute Faculty
- Horticulture Department
- Student Affairs Facilities Department
- Division of Human Resources
- In-Service Training for Cook Counseling and Schiffert Health Center
- Dining Services
- Department of Sociology
- University Development
- Study Abroad Leadership Training
- School of Education
- University Development
- Division of Student Affairs
- Language and Culture Institute/Outreach and International Affairs
- Department of Biochemistry
- Department of Engineering Science and Mechanics
- Agricultural Sciences Professional Development Conference
- Cranwell International Center
- Virginia Tech Alumni Association
- Navy ROTC
- Student Centers and Activities

Title IX Training for Undergraduate Mentors

Title IX Preventing the Sexual Harassment of Students

Study Abroad Pre-Departure Workshops

Anti-Discrimination and Harassment Prevention Training

Traveling on University Business: Prevent Sexual Harassment

Train the Trainer Sessions with University Human Resource Partners

Title IX and Sexual Abuse of Minors (12 sessions)

Crime prevention programs for satellite campuses are supplemented by local law enforcement agencies. The Henrico County Police Department should be contacted to determine what types of

classes are available. Any requests for programs that are not conducted by the Virginia Tech Police Department should be directed to the Henrico County Police Department.

Alcohol and Drug Abuse Prevention Services

The Campus Alcohol Abuse Prevention Center, located in 147 McComas Hall is the university resource for alcohol abuse prevention. They may be contacted at 540-231-2233 or CAAPC@vt.edu. Drug education prevention is provided by A.D.A.P.T. (Alcohol and Drug Prevention Team). ADAPT Peer Educators are dedicated to addressing alcohol and other drug abuse issues in the Virginia Tech community. ADAPT members promote awareness through educational programs and outreach, while serving as accessible resources for fellow students.

ADAPT members strive to minimize the abuse of alcohol and other drugs in an effort to encourage students to pursue positive behavioral changes, and to promote a healthier environment at Virginia Tech. They can be contacted through the Office of Student Conduct in Suite 141 New Hall West or at 540-231-3790.

Sexual Assault and Prevention

Sexual Assault/Sex Offenses

Sexual misconduct is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, anus or buttocks; rape (sexual intercourse without consent, whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; attempted forcible sodomy without consent; or sexual penetration with an object or finger without consent. Lack of consent occurs when the acts are committed either by force or intimidation or by taking advantage of the victim's mental incapacity or physical helplessness.

Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the condition of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts

Dating violence. The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with

the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

Stalking: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Sexual Assault is a crime that affects men and women punishable by both civil and criminal legal action. The survivor of a sexual assault may also choose to file a report with Title IX or Deputy Title IX Coordinator, or the Department of Human Resources. The Office of Student Conduct adjudicates cases involving sex offenses in which the alleged perpetrator is a Virginia Tech student. Virginia Tech also encourages survivors to prosecute alleged perpetrators to the fullest extent of the law. There are several avenues for assistance if a person becomes the survivor of a sex offense.

Survivors of sexual assault tend to feel a variety of conflicting emotions: rage, fear, depression, relief to have survived, numbness, and exhaustion, to name just a few. Two key points to remember are that the assault was not your fault and there is help available.

The Virginia Tech Police Department is always available and ready to assist if needed. The Virginia Tech Police Department is a valuable resource for information. The department has educational literature available on prevention methods and procedures to follow if you should become the survivor of a sex offense. The department provides educational programs on women's awareness, personal safety and instructs Rape Aggression Defense (RAD) classes upon request. RAD classes are self-defense classes for women only and consist of awareness, safety tips and progresses into hands on attack simulations at the end of the class.

The Police Department's Survivor/Witness Assistance Program protects the rights of survivors and witness of crimes. Referral information is accessible at all times regarding area services available for general counseling, medical attention, emergency housing or financial assistance. For crimes that occur in Richmond, the Virginia Tech Police Department will assist and refer the survivor to the Richmond Police Department or the Henrico County Police Department depending on the jurisdiction in which it occurred. Responsiveness to the needs of crime survivors is a department priority.

If Sexual Assault Happens to You

- Contact the police for assistance and information or to report the incident. The Henrico County Police Department should be contacted for incidents occurring at the center. The Virginia Tech Police Department will assist the survivor in contacting the correct law enforcement agency, if requested.
- Go to the Richmond Community Hospital. A qualified physician or nurse will examine you for injuries and collect physical evidence that could be used in judicial proceedings if you decide to prosecute.

- If possible, do not change your clothes, shower, eat or drink between the rape and the trip to the emergency room. Preserving evidence is critical and can assist in prosecution. Bring a change of clothes with you because the police will need the clothes you were wearing for evidence.
- Even if you do not wish to prosecute, it is important that you have a physical exam after the attack. Besides bruises or other physical injuries, the perpetrator might have passed on a sexually transmitted disease that requires treatment. An HIV/AIDS test may also ease your mind, although six months must elapse after an attack to accurately detect the presence of HIV, the virus that causes AIDS.
- Seek counseling from a counselor in your area. If you are not comfortable talking with a counselor, consider talking with a trusted friend or family member.
- Consider your judicial options if you have not done so already. Although there are statutes of limitation on criminal cases, they are often longer than you think. You also have the option of campus and civil charges (See Judicial Options).
- If the assault and its aftermath are interfering with your ability to complete your work or academic performance, talk with the academic dean of your college about academic relief. The Dean of Students will also assist in changing academic and living situations after an alleged sexual assault incident, should the survivor request such assistance and such changes are reasonably available.
- Remember that it is never too late to deal with a sexual assault, and that you can heal from this significant trauma. People are ready and able to help you, but they can't if you don't ask.

Medical Care

As mentioned above, survivors of very recent assaults should go to the emergency room of the Richmond Community Hospital for a physical exam and the collection of evidence. All survivors, past or present, should be seen by a qualified physician or nurse to check for sexually transmitted diseases, physical trauma, and possible pregnancy. Richmond Community Hospital offers the services of Sexual Assault Nurse Examiners. Female survivors may prefer to see a female physician, and should request one if that will increase their comfort, though in the emergency room that may not always be possible. Survivors may also wish to see their family doctor. Even if no symptoms are apparent, survivors are still strongly encouraged to seek medical attention.

Counseling Options

Students coping with a sexual assault have counseling options available. Two of those options are on-campus: The Women's Center at Virginia Tech and the Thomas E. Cook Counseling Center. The Women's Center at Virginia Tech offers short-term crisis counseling and sexual assault support groups. The Thomas E. Cook Counseling Center offers both short-term and long-term individual and group counseling. These two options may not be practical for students at the Richmond Center. Many other options exist in Richmond that may have some cost associated with them, such as private therapists. Counseling is often crucial to the recovery process, and survivors should be encouraged to seek the assistance of qualified professionals, even if many years have elapsed since the assault. As always, the choice to seek counseling should be the survivor's.

Legal and Judicial Options

Sexual assault survivors have four options from which to choose: filing criminal charges, filing campus judicial charges, requesting an administrative investigation and filing a civil suit for monetary damages. Survivors are not limited to just one of these options, but can choose any combination including filing all three types of charges. Below is a brief description of each type of judicial process.

Title IX Coordinator

Virginia Tech's Director for Compliance and Conflict Resolution serves as the university's Title IX Coordinator. This position, in the Human Resources Equity and Access office is responsible for overseeing administrative investigations in compliance with Title IX requirements and may be contacted by calling 540-231-8771. Incidents involving sexual assault or sexual harassment, and those involving domestic violence, dating violence, and stalking may trigger the university's Title IX or Title VII obligations. Such incidents are reported to the Director for Compliance and Conflict Resolution and Title IX Coordinator. University Policy 1025 and the Student Code of Conduct are the authority by which Virginia Tech addresses these types of complaints. In response to VAWA (including Campus SaVe) and recent guidance for the Department of Education/Office for Civil Rights (OCR), the office of Compliance and Conflict Resolution along with other stakeholders across campus will take a holistic approach to updating policies and procedures and continuously provide training, education and outreach to the VT community. We are proceeding as follows with policy updates, updating our procedures and providing training outreach and education.

The Compliance and Conflict Resolution Office is in the process of reviewing University Policy 1025, the university's Anti-Discrimination and Harassment Prevention Policy in order to recommend changes and comply with the recent requirements. Changes to our policy will proceed through the university system of shared governance. University commissions formulate and recommend policies and policy changes to University Council. University Council in turn submits recommendations to the university president. The President and the Board of Visitor have final authority for the approval of policies.

We have initiated changes to procedures related to sexual assaults of students and employees and we anticipate these changes will be updated online and in some instances available in hardcopy format. Changes will include providing survivors with the "Rights of Complainant" document (below). Additional online updates will include our sexual assault protocol, procedural guarantees, and standard of proof. Website changes will also include hyperlinks to relevant pages on the Women's Center, Division of Student Affairs, and Dean of Students websites.

Title IX Rights of Complainant

The following is a summary of the rights of student complainants, regardless of the status of the respondent (student, employee or third party).

- a. If a crime has been alleged, you have the right to file a complaint with the police department;
- b. In addition to a criminal complaint, you have the right to have your complaint investigated by the Title IX or Deputy Title IX Coordinator;

- c. You have the right *not* to participate in any portion of the Title IX process; if you do not wish to participate, that decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance;
- d. If you decide to participate, you have the right to present witnesses and evidence during the Title IX investigation and/or hearing process;
- e. If you decide to participate in the process, you have the right to request confidentiality. The Title IX and/or the Deputy Title IX Coordinator(s) will consider your request to determine whether or not the university may honor your request while still providing a safe and nondiscriminatory environment for all students; honoring your request may limit the university's ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator;
- f. If you are an individual with a disability, you have the right to request a reasonable accommodation throughout the investigation process;
- g. You have the right to receive updates regarding the status and progress of the Title IX investigation and/or hearing;
- h. You have the right to a prompt, adequate, reliable, and impartial Title IX investigation of the complaint and the U.S. Office for Civil Rights presumes a typical investigation may be completed within 60 calendar days following receipt of the complaint;
- i. You have the right to the preponderance-of-the-evidence standard of proof throughout the investigation and/or hearing process;
- j. You have the right to have an advocate present during any interview throughout the Title IX investigation and/or hearing process;
- k. You have the right to have an attorney with you during a student conduct hearing and if a school permits one party to have an attorney present it must do so equally for both parties;
- l. You have the right to be notified, in writing, about the outcome of the complaint and any rights to appeal;
- m. You have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is verbal or in writing;
- n. You have the right to be protected against retaliation. University Policy 1025, the Student Conduct Code and Federal law prohibits retaliation against anyone for participating in a discrimination or harassment complaint, including sexual

harassment and sexual violence; You should report complaints of retaliation to the Title IX or the Deputy Title IX Coordinator;

- o. information regarding the Student Conduct Code may be found at:
<http://www.hokiehandbook.vt.edu/codeofconduct/>
- p. Additional information regarding Title IX may be found here:
http://www.hr.vt.edu/oea/title_ix/
- q. If you want to learn more about your rights, or you would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at: (800) 421-3481; or you may visit its website at:
<http://www2.ed.gov/about/offices/list/ocr>

Title IX Contact Information

Pamela White, J.D.
Director for Compliance & Conflict
Resolution,
Title IX Coordinator
Department of Human Resources
300 Turner St NW, Suite 2300
Blacksburg, VA
540-231-9331

Frank Shushok, Jr., PhD
Senior Associate Vice President
Deputy Title IX Coordinator
Division of Student Affairs
New Hall West, Suite 160
190 W. Campus Dr.
Blacksburg, VA 24061
540-231-8064

Student Conduct

All Virginia Tech students and student organizations are responsible for conducting themselves in a manner consistent with the expectations the university has set forth to help create a fair, just, and disciplined university community. As such, the university may take disciplinary action for any act constituting a violation of the law or university policy when the act is contrary to the university's interests as an academic community. Disciplinary action may be taken by the university, irrespective of and separate from action taken by civil authorities. Should the university receive a complaint regarding a student/student organization, the following sanctions may be imposed for a violation of university policy: formal warning, probation, deferred suspension, suspension, dismissal, loss of privileges, or other restrictions. Complaints can be made by anyone regardless of their affiliation with Virginia Tech

Criminal

A police report must be generated before an investigation can begin and charges can be placed. If the assault happened on campus, it falls under the jurisdiction of the Henrico County Police. If

the assault occurs anywhere other than the main campus in Blacksburg, the Virginia Tech Police Department will assist the survivor in notifying the proper authorities, if the student requests the assistance of these personnel. Many survivors believe that if they do not file criminal charges immediately, they lose that option. This may not be the case. There are statutes of limitation for filing criminal charges, but they are typically several years in duration. Certainly, it is best to go to the police as soon as possible after an assault, in order to preserve as much evidence as possible. The police will arrange for the survivor to be seen at the Richmond Community Hospital for medical care and evidence collection. However, even if some time has elapsed, the police still encourage survivors to come forward. Criminal charges are prosecuted by the state of Virginia, not the individual survivor. A Commonwealth's Attorney will argue the case at no cost to the survivor. The survivor serves as the primary witness to the crime, and his or her testimony is crucial to the case. Criminal cases may take considerable time to proceed through the justice system. Typically, the press protects the identity of the survivor, although the identity of the accused perpetrator is not protected.

Campus

Campus judicial charges can only be filed if the alleged offender is a Virginia Tech student. The referral agent is typically a member of the Virginia Tech community as well. The campus judicial system examines violations of university policy. Campus judicial hearings do not replace or substitute for criminal prosecutions, and students who choose campus judicial hearings are also encouraged to seek redress through the criminal justice system and civil court. So long as the accused student is enrolled in school, there is no statute of limitations on filing judicial charges. The student accused of sexual misconduct may choose between an administrative hearing and a panel hearing. The hearing typically takes place within two weeks of the time the complaint-called a referral of student conduct-is filed by the referral agent. At the hearing, the alleged offender and the referral agent each have the opportunity to present their side of the story and to call witnesses. Each also may have a support person/advisor present. The burden of proof is lower than in a criminal court. The hearing officers will base their decision on a preponderance of the evidence. Both the accuser and the accused will be notified of the outcome of the judicial hearing.

Upon written request Virginia Tech will disclose to the alleged survivor 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 perpetrator of such a crime or offense. If the alleged survivor is deceased as a result of such crime or offense, the next of kin of such survivor shall be treated as the alleged survivor for purposes of this paragraph.

Sexual misconduct is classified in the Student Code of Conduct as a violation of the Abusive Conduct Policy. Depending on the circumstances of the case, students who are found in violation of the abusive conduct policy may receive sanctions that include suspension for one or more semesters or dismissal from the university. If a student is found guilty of a sexual assault involving penetration, the minimum sanction will be one year's suspension. Students found in violation of the university sexual misconduct policy and survivors of such crimes both have the right to appeal. Notification of judicial action taken against students is made on a "need to know" basis. This includes the Commandant of Cadets in cases involving cadets, the Office of the Graduate School in cases involving graduate students and international students, the Athletic Department in cases involving varsity athletes, the Director of the Office of

Student Programs, in cases involving residence hall students, and survivors of violent crime, including sexual assaults, involving student perpetrators. Other university agencies or organizations may be required to obtain written release before they can receive notification. Copies of all judicial sanction letters are archived in the Office of Student Conduct. Additional information can be located in the University Policies of Student Life or by contacting the Student Life & Advocacy Office.

Civil Court

Sexual assault survivors may also choose to pursue a civil action against an alleged perpetrator, and the student may choose to consult Student Legal Services or an attorney for advice.

Sex Offender Registry and Access to Related Information.

The federal Campus "Sex Crimes Prevention Act," enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information about the Sex Offender registry can be found at <http://sex-offender.vsp.virginia.gov/sor/>, or can be accessed through the Virginia Tech Police Department homepage at: <http://www.police.vt.edu>.

In the Commonwealth of Virginia, convicted sex offenders must register with the *Sex Offender and Crimes Against Minors Registry*. The Registry was established pursuant to [§ 19.2-390.1](#) of the Commonwealth's Criminal Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to [§ 16.1-269.1](#), whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and reregister with the Commonwealth's Department of State Police as provided in this section.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing a residence within the Commonwealth. Any person required to register shall also be required to reregister within ten days following any change of residence, whether within or without the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten days of accepting employment or enrolling in school in the Commonwealth, be required to register and reregister pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

Information concerning offenders registered with the *Sex Offender and Crimes Against Minors Registry* may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth's Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make Registry information available, upon request, to criminal justice agencies including local law-enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. *Uses of the information for purposes not authorized by this section are prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.*

The Commonwealth's State Police maintains a system for making certain Registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender's name; all aliases which he has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.

Important Phone Numbers

This section has attempted to offer an overview of sexual assault issues, and the available options on the Virginia Tech campus. No one publication can be entirely comprehensive. Sexual assault is a complex issue; no two cases will have exactly the same results or the same course of action. The university therefore offers a variety of services so that survivors can get the assistance they most need. A good starting point for a survivor, or family and friends of a survivor, is with the Sexual Assault Education Coordinator who is based in The Women's Center at Virginia Tech. For further explanation or elaboration of the information in this section, contact the agencies whose numbers are listed here.

| | |
|--------------------------------------|------------------------------------------------------------------|
| Melissa Maybury Lubin, Director | 804-662-7288 |
| Kathy Ely, Assistant to the Director | 804-662-7288 |
| Henrico County Police | 911 (emergency) 804-501-5000 (non-emergency) |
| Richmond Community Hospital | 804-225-1700 |
| The Women's Center at Virginia Tech | 540-231-7806 |
| Virginia Tech Women's Center | 540-231-7806 |
| Thomas E. Cook Counseling Center | 540-231-6557 (8:00am – 5:00pm) 540-231-6444 (5:00pm – 8:00am) |
| Schiffert Health Services | 540-231-6444 |
| Virginia Tech Police Department | 540-231-6411 (non-emergency) |
| Dean of Students | 540-231-3787 |
| Office of Student Conduct | 540-231-3790 |
| Office of Student Programs | 540-231-6204 |
| Student Legal Services | 540-231-4720 |
| Chris Napoli (building manager) | 804-640-5487 |
| Chris Todd (building liaison) | 703-932-5934 |
| Title IX Coordinator | 540-231-8771 |
| Office of Emergency Management | 540-231-2438 |

Safety Tips

Security doesn't begin and end with the police. It takes the entire university, faculty, staff and students to make our campus a safe and secure place to live, work, and play. What can you do to help? The number one thing you can do is to take a few precautions and follow a few safety tips that will help us, help you.

- Trust your instincts. If a place or situation doesn't feel right, it probably isn't.
- Avoid working or studying alone in a building at night.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark.
- Don't leave personal property lying around unattended.
- Carry a whistle or other noisemaker.
- Never prop open exterior doors.
- Keep your room door locked when leaving even for "Just a minute" and when sleeping.
- Lock windows and close shades after dark.
- Never attach your name and address to keys, if lost or stolen they could lead to theft.
- When traveling in your vehicle keep windows up and doors locked.
- Engrave your valuables.
- Report any suspicious or criminal activity to the police and report all crimes.

Richmond Center Crimes Statistics

| OFFENSE TYPE | On Campus | | | Non Campus | | | Public Property | | | Year Total | | | Residential | | |
|------------------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|------------|------|------|-------------|------|------|
| | 2011 | 2012 | 2013 | 2011 | 2012 | 2013 | 2011 | 2012 | 2013 | 2011 | 2012 | 2013 | 2011 | 2012 | 2013 |
| Murder & Non negligent Manslaughter | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex Offenses, Forcible | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault** | N/A | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | N/A | N/A | 0 | N/A | N/A | 0 |
| Domestic Violence** | N/A | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | N/A | N/A | 0 | N/A | N/A | 0 |
| Dating Violence** | N/A | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | N/A | N/A | 0 | N/A | N/A | 0 |
| Stalking** | N/A | N/A | 0 | N/A | N/A | N/A | N/A | N/A | 0 | N/A | N/A | 0 | N/A | N/A | 0 |
| Sex Offenses, Non Forcible | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations Referred | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Arrests | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Arrests | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Referred | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*Hate crimes are criminal offenses committed against a person or property which is motivated in whole or in part by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, gender, sexual orientation, ethnicity, disability, gender identity and national origin.

**Offense Type changes effective 2013.

