

Annual Security and Fire Safety Report

All Virginia-Based VCU Campuses



2023

VCU notice of nondiscrimination, equal opportunity and affirmative action

Virginia Commonwealth University does not discriminate in admissions, treatment, employment or access to its programs or activities on the basis of race, color, religion, national origin (including ethnicity), age, sex (including pregnancy, childbirth and related medical conditions), parenting status, marital status, political affiliation, military status (including veteran status), genetic information (including family medical history), sexual orientation, gender identity, gender expression, or disability, as required by Title IX of the Education Amendments of 1972; the Americans with Disabilities Act of 1990, as amended; Section 504 of the Rehabilitation Act of 1973; Titles VI and VII of the Civil Rights Act of 1964; the Genetic Information Nondiscrimination Act of 2008; the Virginia Human Rights Act; the Virginia Personnel Act; the Governor's Executive Order Number One (2018); and other state or federal laws and university policies. VCU prohibits sexual harassment and sex-based misconduct, including sexual assault and other forms of interpersonal violence. VCU also prohibits discrimination against employees or applicants for employment because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.

As an affirmative action and equal opportunity employer, VCU promotes the full realization of employment opportunity for all persons, including minorities, women, individuals with disabilities and veterans. VCU bases all employment decisions only on job requirements. These efforts apply to all employment actions, including but not limited to recruitment, selection, hiring, promotion, and compensation.

VCU promotes equal access to its owned and controlled facilities, and to educational and employment opportunities for qualified individuals with disabilities in compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as well as other applicable state and local laws and university policy. Qualified individuals with disabilities are protected from discrimination, including harassment, and are entitled to reasonable accommodations to enable their participation in and enjoyment of all university programs, services, and activities.

The following person has been designated to handle inquiries regarding accessibility policies, the ADA, Sections 503 and 504, and related statutes and regulations:

Katy Washington,
Chief Accessibility Officer
Grace Street Center, 2nd Floor, 912
W. Grace Street, Box 842549,
Virginia Commonwealth University,
Richmond, VA 23284,
(804) 828-1347
ADAservices@vcu.edu

The following person has been designated to handle inquiries regarding nondiscrimination policies and administer the university's Affirmative Action Program:

Patrick Noonan, Director of EEO
and Affirmative Action Programs,
Equity and Access Services
Grace Street Center, 2nd Floor,
912 W. Grace Street, Box
843022, Virginia Commonwealth
University, Richmond, VA 23284,
(804) 828-1347
equity@vcu.edu

The following person has been designated to handle inquiries regarding Title IX and sex-based misconduct policies and to serve as the overall coordinator for purposes of Title IX compliance:

Malorie Yeaman, Title IX
Coordinator and Director
of Outreach and Support,
Equity and Access Services
Grace Street Center, 2nd Floor,
912 W. Grace Street, Box 843022,
Virginia Commonwealth University,
Richmond, VA 23284
(804) 828-1347
titleix@vcu.edu

Inquiries about the application of Title IX to VCU may be referred to the Title IX Coordinator at titleix@vcu.edu or to the [Department of Education Office for Civil Rights](#).

Complaints of discrimination, harassment and retaliation may be directed to Institutional Equity, Effectiveness and Success at equity@vcu.edu. Complaints may also be filed with the [Department of Education Office for Civil Rights](#), [Equal Employment Opportunity Commission](#), [Commonwealth of Virginia Office of Civil Rights](#) and the [Department of Human Resource Management](#).

To view the complete notice, visit: <https://vcu.public.doctract.com>.



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From the president

Dear VCU Community:

Virginia Commonwealth University is dedicated to the safety and security of all who come here to live, work, learn, heal, discover and create. I am proud of the many members of our community who advance a respectful, civil and welcoming environment.

Produced by the VCU Police Department, the Annual Security and Fire Safety Report serves as a robust source of information for our entire community and highlights information initiatives, and resources to help ensure our continued safety. I sincerely appreciate VCU Police Chief John Venuti and his colleagues who present this critical information in a transparent way, and I hope this report will be useful to you as you advance the work of our university.

Thank you for your continued commitment to the safety and security of all in our community.

Sincerely, Michael Rao, Ph.D.
VCU President



Dear VCU and VCU Health Community:

Every day, the VCU Police Department's officers, dispatchers, safety ambassadors, security partners and civilian staff members work toward a common goal: to create a safe environment for our students, faculty, staff, VCU Health team members, patients and visitors. We are committed to facilitating and maintaining an open, inclusive environment where individuals can thrive. Our goal is to ensure the safety and well-being of every community member.

The department is committed to making sure every individual is treated with dignity and respect and gets the help they need.

Every day we strive to keep VCU one of the safest universities in the U.S. To ensure this, we issue surveys to gauge how safe people feel on VCU's campuses and use the results to help improve our operations and promptly address concerns. In the spring 2023 survey, 88.9 percent of students, faculty and staff respondents reported feeling "safe" or "very safe." VCU Police takes an all-hazards approach to prepare for all emergencies. The department actively collaborates with local, state and federal agencies to address and respond to any level of threat on VCU's campuses.

Our department values two-way communication with community members and we welcome your ideas for improving safety, and policing, on our campuses. We want to provide you with the knowledge and tools necessary to take an active role in your safety here and for the rest of your life. Emergency communications are also a top priority and we encourage everyone to sign up for VCU Alert text and email messages.

Sign up for VCU Alert text and email messages at alert.vcu.edu/signup/ and program the VCU Police emergency number (804) 828-1234 into your cell phone. You can also download the free LiveSafe app to send us tips 24/7; you can text or send videos, photos and audio messages directly to VCU Police.

VCU Police takes all threats and reports of violence very seriously, including those made on social media. The university prohibits all forms of violence, including domestic violence, dating violence, sexual assault and stalking. Students, faculty, staff and VCU Health team members are encouraged to meet with us at any time should they feel their personal safety, or the university, is at risk.

The VCU community has more than 50,000 community members and each person has a responsibility to report suspicious behavior and safety concerns. Together, we can make sure VCU remains a safe place for living, learning, working and visiting.

Sincerely,

John Venuti

Associate Vice President for Public Safety, VCU & VCU Health
Chief of Police



Report preparation

Report preparation and disclosure of crime statistics

This report contains information and crime statistics for each Virginia-based VCU campus for the three previous calendar years. The Annual Security Report for the VCUarts Qatar campus is captured in a separate publication, which includes information and crime statistics for the three previous calendar years for that campus. This report also contains information regarding campus security and personal safety topics, such as crime prevention, fire safety (if applicable), university police, law enforcement authorities, crime reporting policies, student conduct procedures and other information related to safety and security on each of VCU's Virginia-based campuses.

The preparation of the VCU Annual Security and Fire Safety Report is coordinated by VCU Police, in collaboration with the Health Promotion and Well-Being Center, Office of Human Resources, the Division of Student Affairs, Enterprise Marketing and Communications, Institutional Equity, Effectiveness and Success, the Office of Environmental Health and Safety, VCU

Inova School of Pharmacy staff, VCU Rice Rivers Center staff and Southwest Virginia Higher Education Center staff, in accordance with the Jeanne Clery Disclosure of Campus Crime Statistics Act. Each year, VCU Police obtains content updates and Clery-reportable crime and referral data from the above-listed university offices, as well as Clery-reportable crime data from applicable law enforcement agencies for inclusion in this annual report.

Information contained in this report can also be accessed at www.police.vcu.edu/facts/. All policies referenced in this document are effective as of June 1, 2023, and apply to all VCU campuses to the extent consistent with applicable federal and state law. All university policies and procedures contained in the appendices of this report are applicable to all campus locations, unless otherwise stated in the respective campus section. To view all university policies, please visit vcu.public.doctract.com.





Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) requires higher-education institutions across the United States to disclose information about crimes that occurred on Clery-reportable geography. The annual crime and disciplinary referral statistics for each campus are obtained from the VCU Police Department, other local law enforcement agencies, VCU’s Office of Student Conduct and Academic Integrity, Institutional Equity, Effectiveness and Success, and other designated university campus security authorities (as defined by federal law) for inclusion in this annual report. The crime and disciplinary referral tables are located at the end of each campus section contained herein.

For purposes of the Clery Act, the crime statistics disclosed within the respective tables throughout this report occurred on or within the following Clery-defined geographic categories: (1) On Campus (Defined as property that VCU owned or controlled, to include a subset of statistics for incidents that occurred in residential facilities); (2) Noncampus (Defined as a building or property owned or controlled by VCU that is not reasonably contiguous to the main campus, which is used in direct relation to or support of the university’s educational purposes and is frequented by students; or property owned or controlled by a student organization that is officially recognized by VCU); and (3) Public (Defined as property within, or immediately adjacent to, and accessible from a VCU campus).

Clery-Reportable Crime Definitions

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Disclosure of Crime Statistics

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used, which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft; for reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safe-cracking and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (This includes all cases where automobiles are taken by persons not having lawful access, even if the vehicles are later abandoned-including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic

beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons Law Violations (Carrying, Possessing, Etc.): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Referred for campus disciplinary action (Liquor Laws, Drug Abuse and Weapons Violations): The referral of any person to any campus official who initiates a disciplinary action for which a record is maintained and may result in the imposition of a sanction.

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. The existence of such a relationship shall be determined



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

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, 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 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.

Stalking: 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 to suffer substantial emotional distress. For the purpose 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. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Hate crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. Pursuant to the Clery Act, the crimes of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property, as well as the aforementioned crime categories, are also reported under Clery Act requirements as a hate crime if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes are reported for each of the Clery geographic categories: On Campus (includes residential facilities), Noncampus and Public property. Clery-defined geographic categories are further discussed on Page 9.

Disclosure of Crime Statistics

Clery-reportable Hate Crime bias categories include the following:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual and heterosexual (straight) individuals.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The following crimes, in addition to the other aforementioned Clery-reportable crime categories, are included within the Clery Act requirements for Hate Crime reporting if it is determined that the victim was intentionally selected because of the perpetrator's bias against the victim:

- **Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VCU Monroe Park and MCV campuses

The mission of the VCU Police Department (VCUPD) is to provide a safe and secure learning, living and working environment for the students, faculty, staff and visitors of VCU. This mission is accomplished through the development of various community-based crime prevention strategies and initiatives, in conjunction with traditional law enforcement and progressive community policing practices.

At VCU, keeping students, faculty, staff and visitors safe does not stop at the traditional campus borders. Instead, VCUPD, in partnership with the Richmond Police Department and community leaders, has extended its outreach efforts in surrounding neighborhoods. These outreach efforts began in 1998 and include patrols that carry officers into neighborhoods adjacent to both Richmond-based campuses in which VCUPD has jurisdiction. The ability to patrol in neighboring communities has fostered a new level of security for the campus community, as well as for those who live and work in the areas surrounding the main campuses.

Building on the commitment to involve all university community members in crime prevention efforts, VCUPD utilizes various educational initiatives and patrols to minimize drug-related crime on campus.

On the Monroe Park and MCV campuses, VCUPD uses electronic security systems that limit access to all campus residence halls and many university buildings, as well as an expanded bicycle patrol that provides quick response on campus and in surrounding communities.





How VCU protects you

Campus safety services

Emergency Reporting Telephone System (ERTS)

Yellow exterior and red interior telephones at more than 381 sites across both campuses allow electronic contact with VCUPD. Gladding Residence Center utilizes a blue exterior telephone for emergency reporting purposes. An officer will be dispatched immediately to the site when the phones are accessed.

Access control

Employees and students can use their VCUCard, a unique campus identification card, in readers at designated building entrances. A proximity chip embedded in the card identifies users and allows the programmed card reader to open the door only to individuals with proper authority for that building.

RamSafe

RamSafe is the point-to-point evening transportation service dedicated for VCU students, faculty and staff. The program provides safe and free transportation to on-campus locations and nearby residences and buildings within defined boundaries on the Monroe Park and MCV campuses. VCU faculty, students and staff are encouraged to contact RamSafe via the RamSafe app

for mobile devices, online at <https://parking.vcu.edu/transportation/ramsafe> or by calling (804) 828-SAFE during hours of operation. VCU Health employees should continue to contact (804) 828-WALK for a security escort on the MCV Campus.

Bicycle patrol

With a large campus bike patrol, officers are able to respond quickly to calls for service and provide visibility.

Defense systems against rape

Rape Aggression Defense training teaches students and employees how to escape from threatening situations.

Bicycle and computer registration

As part of the department's education program, VCUPD officers aid students and employees with registering their bicycles and personal computers to deter theft. VCUPD also offers free bicycle U-locks to students who have less-than-adequate locks.

Lighting and maintenance

VCUPD regularly assesses areas that may need repaired or upgraded lighting on campus, as well as assesses maintenance in physical areas that may provide protection for potential criminal activities.



VCU Police Department

VCU has authorized the operation of a full-time, professionally trained police department responsible for the safety and welfare of all members of the university community and their guests. VCUPD is committed to providing a safe and secure learning environment on the Monroe Park and MCV campuses.

VCUPD is an internationally accredited police department, providing the same level of service offered by a municipal police department, as well as other services unique to an academic institution. VCUPD enforces all state laws and university regulations, and prevents, detects and investigates any criminal activity on the campus. VCUPD is managed by a chief of police who is responsible for providing law enforcement service to the VCU community. As empowered by the Code of Virginia, the university's armed police officers have the authority to enforce state and local ordinances, as well as the authority to detain and arrest individuals who violate the law. The VCUPD jurisdiction includes all university-owned, -leased and -controlled property and the adjacent streets and sidewalks. VCUPD maintains mutual aid agreements with the Richmond Police Department and the Virginia State Police. The Richmond Police Department agreement also gives VCUPD the authority to investigate criminal incidents occurring within its jurisdiction.

VCUPD maintains a strong working relationship with the Richmond Police Department, the Virginia State Police and the Department of Alcoholic Beverage Control. A representative from VCUPD regularly attends Richmond Police Department meetings, including, but not limited to, intelligence meetings, weekly staff meetings and other informational meetings.

VCU police officers are sworn and certified by the Virginia Department of Criminal Justice Services. All 95 VCU police officers have completed 600 hours of law enforcement training from a certified criminal justice training academy and are required to complete 40 hours of in-service training biennially. In the event that additional police resources are needed on campus, VCUPD utilizes the Richmond Police Department and the Virginia State Police.

The VCUPD headquarters building is located at 224 E. Broad St. and is open 24 hours. The office staff maintains regular business hours, Monday through Friday, from 8 a.m. to 5 p.m. During normal business hours, individuals can obtain copies of police reports and recovered property at the headquarters building. After business hours, contact may be made through the VCUPD Emergency Communications Center. The emergency telephone number is (804) 828-1234 and the nonemergency number is (804) 828-1196. VCUPD may also be contacted by activating one of the ERTS phones located on campus.



Campus security officers (CSO)

As mandated by the Virginia Department of Criminal Justice Services (DCJS), all security officers employed by or contracted to the university are required to complete DCJS approved training and successfully pass written exams in order to serve as certified unarmed security officers on campus.

Contract security

VCUPD partners with contract security personnel to provide high visibility and proactive engagement with community members to enhance overall safety and security on the Monroe Park and MCV campuses. Contract security personnel do not have arrest powers and do not carry or have access to a firearm in the performance of their duties.

Security personnel are responsible for overseeing building security, to include checking identification for students, faculty and staff, and signing in visitors, at various academic, commercial and residential facilities that are frequented by students and are located within VCUPD's jurisdiction on the Monroe Park and MCV campuses. They also assist with patrolling various campus locations and conducting property checks of campus buildings. Security personnel are in constant contact with VCUPD via radio or phone communications.

Hospital security

VCU Health's Safety and Security Department services the entire VCU Medical Center, including patients, visitors and employees, with the exception of those buildings, offices and/or locations that are the sole responsibility of VCUPD. VCU Health security controls access to all of the VCU Health buildings by both electronic access control and security checkpoints that are staffed by trained security officers. Security will patrol and control 5.9 million square feet of campus buildings. Staff is augmented with 332 CCTV cameras, 2,048 badge/card readers and 492 panic buttons in and around 31 different buildings.

VCU Health security officers do not have arrest powers and do not carry or have access to firearms in the performance of their duties. VCU Health security officers are authorized to provide security services throughout VCU Health buildings situated on the MCV Campus. They are assigned to a variety of posts when reporting for duty, including, but not limited to, controlling ingress to the emergency department, patrolling their assigned VCU Health buildings and any other special assignment that their supervisor may deem appropriate.

In addition, VCU Health security maintains and monitors a sophisticated code-alert system on the sixth, seventh and eighth floors of the Main Hospital. This system's sole purpose is to prevent infant abduction.

Crime prevention and security awareness programs and resources

Crime prevention officers provide strategies to help the campus community stay safe and prevent crime. VCU Police created on-line modules for new students and new employees to complete as part of their orientation. These modules provide security awareness and crime prevention information. Police officers also provide security awareness and crime prevention presentations to the student's families and to transfer students during all new student orientations, once at the beginning of the fall semester and once at the beginning of the spring semester. VCU police officers provide additional crime prevention and security awareness presentations to students and employees throughout the year upon receiving a request from a university department, program or school. As part of the security awareness programs, students and employees are encouraged to be responsible for their own safety and the security of others. These presentations may include topics such as personal safety awareness, larceny/robbery prevention, Active Shooter Response and cyber safety. For information on available presentations, call (804) 828-8372 or email crimeprevreq@vcu.edu with your request.

Things you can do

If someone tries to harm you

- Stay calm and think rationally
- Remember what the attacker looks like

- Consider what you can do to defend yourself

At home and in your hall

- Always lock your doors and windows
- Be careful when inviting casual acquaintances into your home or office
- Do not allow anyone to duplicate your keys

On the phone

- List only first initials and last name in directories
- Do not divulge your name and address to people you don't know
- Hang up immediately on obscene phone callers
- Never reveal that you are alone

In your car

- Lock your doors and windows
- Never leave your vehicle running and unattended, whether it is locked or unlocked
- Park in well-lit areas
- Store valuables out of sight or lock them in the trunk when the car is parked
- If your car breaks down, activate emergency flashers
- Stay in the locked car
- If someone stops to help, ask the person to call for help for you
- Sound the horn if threatened
- Never pick up hitchhikers

If you live off campus

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen



- Install deadbolt locks on all exterior doors and locks on windows
- Make sure shrubbery is trimmed away from entryways and windows
- Light entrances all night long
- Exercise caution when using alternative transportation, such as taxis, Uber and Lyft

Community policing

Community policing involves all students and employees in crime prevention. Officers provide a range of services, including security inspections of facilities, presentations on personal safety and recommendations for safety measures. VCUPD joins in national community events, such as Take Back the Night and National Night Out, and participates in a community health fair. For more details on the department's community policing efforts, call (804) 828-1196.

Investigations

VCUPD investigators are fully sworn officers with the authority to execute arrests and investigate any crimes at VCU. They welcome your questions or any information that could help solve a crime. Call (804) 828-6409 to speak with a VCUPD investigator.

Victim-witness services

The VCUPD victim-witness program consists of a victim-witness coordinator and 24 specialists. The specialists attempt to contact every person who is the victim of a person-on-person crime, whether they are a student, faculty or staff member, or visitor to the university or VCU Health. Services that the program provides include, but are not limited to, escorts to and from the magistrate's office and court, information on counseling services and other university resources, assistance with warrants, victim-witness compensation and general information regarding the court process.



VCUPD utilizes the Maryland Model Lethality Assessment Program (LAP), which is a multipronged intervention that consists of a standardized, evidence-based lethality assessment instrument and accompanying referral protocol that helps first responders make a differentiated response that is tailored to the unique circumstances of high-danger victims of intimate partner violence. Through VCUPD's LAP program, VCUPD personnel coordinate emergency resources for victims of intimate partner violence through the Richmond YWCA.

We are here to help take care of your needs. If you are a victim or witness, VCUPD encourages you to request counseling, medical or academic assistance. For additional information, call (804) 828-6356.

Threat Assessment Team

VCU's Threat Assessment Team and violence prevention committee is a multi-disciplinary team comprised of VCU personnel responsible for developing violence prevention programming, and is charged with implementing the university's threat assessment, intervention and action protocol. The team consists of representatives from VCUPD, Human Resources, University Counseling Services, Residential Life and Housing, Division of Student Affairs, and other units as deemed necessary.

VCU Health Threat Management Team

The VCU Health threat management team assesses and manages all reported incidents of violence and threats of violence involving VCU Health employees, visitors and property. The team consists of representatives from VCUPD, VCU Health Human Resources, VCU Health Risk Management, VCU Health Patient Care Services and other units as determined necessary.

Registered Student Organization Coordination Group

The Registered Student Organization (RSO) Case Coordination group is composed of representatives from Student Conduct and Academic Integrity, Student Leadership and Engagement, Sports Programs, Fraternity and Sorority Life, VCU Police, and the Division of Student Affairs. The group provides a centralized mechanism for the review of and coordinated response to allegations of prohibited conduct by registered student organizations. The group also coordinates the review and response by the Dean of Student Advocacy Office to allegations of disruptive behavior at non-campus addresses.

Care Team

The Care Team serves the university and individual students by coordinating prevention, intervention and support efforts to assist students experiencing psychological distress, inappropriate behaviors and harm to self. The Care



Team provides a centralized mechanism to review concerns and address the needs of students through a variety of interventions, referrals and follow ups. The team is composed of key personnel from the Division of Student Affairs, University Counseling Services, University Student Health Services, Office of Student Advocacy, the Office of Student Conduct and Academic Integrity, Residential Life and Housing, VCU Police and other units as deemed appropriate. The team is also available to faculty, staff or students for case consultation to address significant student situations. Any information shared with the team is limited in its dissemination on a need-to-know basis.

Campus security enhancements

VCU has implemented a multichannel communications system to keep students, faculty and staff informed, safe and secure.

In the event of an emergency, multiple sirens on VCU's Monroe Park and MCV campuses will sound, alerting students, faculty, staff, patients, visitors and the surrounding communities to seek shelter.

VCU's text message alert system will notify students, faculty, staff and parents

immediately about campus emergencies. The text message alert system will also be used to report weather delays and cancellations. To sign up, visit <https://alert.vcu.edu/signup/index.html>; registration is free.

During an emergency, Alertus devices in classrooms, residence halls and other high-traffic areas on VCU's campuses will emit an alarm and a flashing strobe-light warning, along with a protective action statement on the devices' large-text digital displays.

Digital signboards in major academic buildings, the University Student Commons and all residence hall lobbies will provide immediate information during campus emergencies.

Facebook, Twitter and LiveSafe are also used to push VCU Alert messages during emergency situations. All VCU networked computers will receive desktop notifications during emergencies and other disruptive events.

The VCU Alert website at <https://alert.vcu.edu> will be updated regularly with information and instructions on how to respond should an emergency occur.

VCU Police and Emergencies

828-1234

Please note: In an emergency on campus, reach VCU Police directly by dialing Ext. 8-1234 from a university phone. Call (804) 828-1234 if using a cell phone.

Important numbers

Police/fire/emergency

On campus.....	(804) 828-1234
Off campus.....	911
To report a crime.....	(804) 828-1234

Other VCU Police numbers

Escort ride service (MCV Campus only).....	(804) 828-9255
Nonemergency dispatcher.....	(804) 828-1196
Community Policing and Crime Prevention.....	(804) 828-8372
Investigations.....	(804) 828-6409
Victim/witness coordinator.....	(804) 828-6356
Lost and Found.....	(804) 828-7071
Text a service tip (customer service feedback)	274637; keyword service

VCU Police offices

224 E. Broad St. (open 24 hours).....	(804) 828-1196
224 E. Broad St./Patrol Operations.....	(804) 828-6199

Other public safety and service resources

VCU Health Safety and Security.....	(804) 828-4300
RamSafe (Monroe Park Campus only).....	(804) 828-7233
University Counseling Services (24/7)	
Monroe Park Campus.....	(804) 828-6200
MCV Campus.....	(804) 828-3964
University Student Health Services	
Monroe Park Campus.....	(804) 828-8828
MCV Campus.....	(804) 828-9220
Environmental Health and Safety.....	(804) 828-6347
Residential Life and Housing.....	(804) 828-7666
Rams in Recovery.....	(804) 828-1663
Survivor Support Services.....	(804) 828-9355
Dean of Student Advocacy Office & Office of Student Advocacy.....	(804) 828-8940
Title IX coordinator for VCU.....	(804) 828-1347
Title IX deputy coordinator for athletics.....	(804) 828-2184
Greater Richmond Regional Hotline (24/7).....	(804) 612-6126
LGBTQ Partner Abuse and Sexual Assault Helpline.....	(866) 356-6998

RamSafe

828-SAFE

(7233)

Please note: For free transportation services to on-campus locations and nearby residences and buildings, call (804) 828-SAFE or visit www.ramsafe.vcu.edu.



Reporting a crime or emergency

The VCUPD Emergency Communications Center is located at 224 E. Broad St. and is open 24 hours a day, seven days a week. All individuals are encouraged to accurately and promptly report crimes or emergencies to VCUPD, or the appropriate law enforcement agency with jurisdiction, including instances in which the victim of a crime elects to, or is unable to, make such a report. Crimes and emergencies may be reported to the center by calling (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency). Members of the VCU community may also use the LiveSafe app to easily send high-quality information directly to the Emergency Communications Center. The app is free, user-friendly and is available on both iOS and Android mobile devices by searching “LiveSafe” in your app store. The ERTS telephones — located at more than 381 sites across both campuses — allow electronic contact with VCU Police, and an officer will be dispatched immediately to the site. Individuals should report crimes to VCUPD in order to have the incident assessed for a timely warning/crime alert and for the purpose of annual statistical disclosure.

Voluntary, confidential reporting and anonymous reporting procedures

VCU does not allow and, therefore, there are no procedures for voluntary confidential

reporting because of state open-record laws. A state record may be accessed and any contact or identifying information would therefore be open for viewing. Although VCU does not allow voluntary confidential reporting, an individual may elect to report a crime anonymously by withholding their name. To report a crime anonymously, please call (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency). Individuals may also file an anonymous report using the online anonymous reporting system at www.police.vcu.edu and clicking “Report a crime.”

Pastoral and professional counselors

Appropriately credentialed VCU-employed pastoral and professional counselors who are acting within the scope of their counseling role are not campus security authorities under the federal Clery Act, and are thereby exempt from Clery-mandated disclosure of certain criminal offenses. This exemption is intended to protect the counselor-client relationship, unless another legal obligation to report exists.

The university encourages pastoral and professional counselors to notify individuals whom they are counseling of the anonymous reporting options available to them, if and when they deem appropriate. Anonymous reports are counted and disclosed in the university’s annual crime statistics and do not include any personally-identifiable information.

Reporting a crime or emergency to the Richmond Police Department

A person reporting a crime to VCUPD has the right to report the crime to the Richmond Police Department by calling 911 or to utilize the Richmond Police nonemergency call center at (804) 646-5100.

Off-campus crime

If the Richmond Police Department is contacted about criminal activity occurring at an off-campus location that involves a student, Richmond Police may notify VCUPD; however, there is no official Richmond Police Department policy requiring such notification. Students in these cases may be subject to arrest by the Richmond Police Department and university disciplinary proceedings through the Office of Student Conduct and Academic Integrity.

VCU Police response to student organizations

Based on the information known to the university, there are no Clery-defined noncampus housing locations owned or controlled by a student organization officially recognized by VCU. If the Richmond Police Department is called by a citizen to respond to a location in which a student resides, it will typically notify VCUPD to respond with them or it will notify VCUPD after it has responded to inform VCUPD of the situation. However, the Richmond Police Department does this out of courtesy and is not required to notify or involve VCUPD when it responds to a call involving private property.

Response to reports

Dispatchers are available 24 hours a day to answer your calls. VCUPD procedures require an immediate response to emergency calls. VCUPD works closely with the full range of city and county emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. In response to a nonemergency call, VCUPD will take the required action, either dispatching an officer or asking the victim to report to VCUPD to file an incident report. Special services include making use of experienced investigators, as well as the availability of local, state and federal law enforcement agencies in providing support and assistance. A daily report of all VCUPD activity is forwarded to the dean of student advocacy's office for review and referral to the Office of Student Conduct and Academic Integrity for potential action, as deemed appropriate.

Daily crime log

VCUPD maintains a crime log that is posted daily to the VCUPD website. The log includes the nature, date, time and general location of reported criminal incidents, as well as the disposition of the complaint, if it is known at the time the log entry is created. The log is updated within two business days of the reporting of the information to VCUPD. A business day is Monday through Friday, except for days when the university is closed.



VCUPD reserves the right to exclude crime report information from the log in circumstances in which the disclosure is prohibited by law or if the disclosure would jeopardize the confidentiality of the victim. Faculty, staff and students are encouraged to review the daily crime log periodically to become more familiar with the types and locations of incidents that may impact the university and VCU Health communities. The daily crime log can be accessed at www.police.vcu.edu/facts/crime_log. For those without internet access, VCUPD has installed an iPad at 224 E. Broad St. in the entry vestibule, and at 401 N. 12th St., Suite 2-800 on the MCV Campus to allow access to the log.

Access, security and maintenance of campus facilities

Access to facilities

VCU is part of the city of Richmond and is open to the public. Academic and administrative buildings are open to the public at a minimum during normal business hours, and often into the evening hours for night classes and activities. Most facilities have individual hours and the hours may vary depending on the time of year. VCU currently owns or occupies more than 200 buildings. Access to facilities is managed in a variety of ways, according to use, size and other factors. Among the latest security strategies is an electronic access-control system that works with the VCUCard, the universal campus identification card. Faculty, staff and students can

use their VCUCard in readers at designated building entrances; a prox chip embedded in the card identifies the user and allows the programmed card reader to open the door only to individuals with proper authority for that building. Access to residential facilities is limited to building occupants, as well as their authorized guests and visitors, as monitored by Residential Life staff or contract security officers.

Security of campus facilities

Most academic and administrative buildings do not have a VCUPD or security officer assigned to them; however, VCUPD officers patrol through the academic and administrative buildings on a regular basis. Officers patrol the campuses via foot, bike and cars. In addition, contract security officers conduct mobile patrols and are posted at a number of campus facilities. In 2022, contract security officers provided more than 137,500 hours of security on VCU's campuses. For information about the access protocol for a specific building, see the building manager, a department head or contact VCUPD at (804) 828-1196 (nonemergency). Housing staff and VCU officers conduct routine patrols of residential facilities to assess and monitor building security. Building occupants are helpful if they avoid allowing unknown individuals into a building.

Housing information desks

VCU Residential Life and Housing operates 10 residence halls. Each building is staffed 24 hours a day, while halls are occupied,

with either trained student information desk assistants employed by VCU Residential Life and Housing or contract security officers. All residents must enter their respective housing facility through the building's main entrance. Exterior doors are locked 24 hours a day and can only be opened with VCUCard access, which is restricted to residential students and authorized personnel. Information desk assistants and security officers verify the identification of each resident as they enter the facility. The residential guest policy can be found by visiting housing.vcu.edu/help/resources/gtr/. When nonresident guests are allowed to visit the residence halls, they must present valid photo identification (i.e., a current local, state or federal government identification) to the information desk assistant or security officer, who will log their information into the guest tracking system to record their visit.

Maintenance of campus facilities

VCU Facilities Management makes safety and security service needs its highest priority. Facilities Management immediately responds to reports of inoperable doors, burned-out lights, broken windows and screens, and requests from VCUPD to do such things as trim surrounding bushes for safety and security purposes.

VCUPD conducts biannual lighting surveys on the Monroe Park and MCV campuses to identify lights that need to be replaced. VCUPD personnel closely monitor any

security-related maintenance problems that occur after hours until reported to and resolved by Facilities Management personnel. Other members of the university community can assist with reporting equipment problems to VCUPD by calling (804) 828-1196 (nonemergency) or Facilities Management at (804) 828-9444.

Missing student notification policy

The university will provide every student residing in an on-campus student housing facility with the opportunity and means to identify a contact person or persons whom the university will notify if the resident student is determined to be missing by VCUPD or another applicable local law enforcement agency. The contact information will be registered confidentially, accessible only by authorized campus officials and law enforcement, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Any individual who believes that a student living in on-campus student housing may be missing, they should contact VCUPD by calling (804) 828-1234 (emergency) or (804) 828-1196 (nonemergency). Upon receipt of a complaint, report, or expression of concern about a missing student, VCUPD will:

- Attempt to contact the student through all reasonable and available means;



- Investigate the validity of the missing person report and manage the information according to established investigative standards;
- Notify the Vice President for the Division of Student Affairs to seek their aid in the investigation, and;
- Contact any other appropriate law enforcement agencies as necessary to further its investigation.
- The responding VCUPD officer(s) will establish whether the student has been physically on VCU property or in an area within the scope of the VCUPD jurisdiction rather than in the jurisdiction of another law enforcement agency. If the student was last seen in another jurisdiction, the reporting party shall be assisted in contacting the appropriate law enforcement department in order to file a report.

VCUPD will intervene within 24 hours after regular contact with the student has ceased when:

- There is evidence of possible criminal activity in connection with the student's disappearance;
- The student, regardless of age, has a known or suspected physical/mental disability or condition or is otherwise compromised and there is thought to exist risk of an immediate danger to their safety or the safety of others;
- The student, regardless of age, is believed to be in the company, voluntarily or involuntarily, of another

- person under circumstances indicating that their physical safety is in danger; or
- The student possibly poses a threat of harm to self.

Within 24 hours of the missing student report, if VCUPD is unable to locate the missing student and the student is not known to have returned to University property or not otherwise located, VCUPD will notify the Division of Student Affairs to take the following action(s):

- Notify the individual(s) the missing student has designated as their emergency contact and document the date and time of the notification.
- Notify the custodial parent(s) or legal guardian, if the missing resident student is less than 18 years of age and is not emancipated, and document the date and time of the notification.

The university will ensure that all students are able to update their contact information as needed. The applicable procedures are communicated routinely to students by email during New Student Orientation. All residents have the right to indicate a specific contact (in addition to an emergency contact) related to a missing student notification. Students have the option to update missing student contact information by logging into their MyVCUHousing portal (www.starrez.housing.vcu.edu/ StarRezPortalX/ Login). To read the complete Missing Student Notification policy, please visit <https://vcu.public.doctract.com>.

Timely warning/crime alert policy and procedures

Issuance of a timely warning/crime alert is initiated when VCUPD identifies a Clery Act reportable crime that occurs on Clery Act geography that poses a serious or ongoing threat to students, faculty, staff and/or guests. The decision to inform the community shall be based upon the facts of the incident known to VCUPD. Clery Act geography includes: (i) buildings and property that are part of VCU's campus, (ii) the institution's noncampus buildings and property; and (iii) public property within or immediately adjacent to and accessible from the campus. See Clery-Reportable Crime Definitions on pages 9-10. Such timely warnings/crime alerts are intended to enable individuals to take reasonable precautions for their safety to aid in the prevention of similar crimes. VCU has designated what is deemed as VCU's "core campus geography," which encompasses VCU's Clery-reportable geography for the Monroe Park and MCV campuses (on campus, public property and noncampus property). A map of the core campus geography for the Richmond-based campuses can be found at <https://police.vcu.edu/about/jurisdictioncore-campus/>.

VCUPD may become aware of a critical incident or other emergency that potentially affects the health or safety of the VCU community. Typically, VCUPD becomes aware of these situations through reports received by the VCUPD dispatch office, during routine patrol, or

other assignments. Upon receiving such a report, VCUPD officers will respond to the incident, if applicable, to assess the situation, and will subsequently consult with the chief of police, or if they are unavailable, the deputy chief of police. The chief of police, or if they are unavailable, the deputy chief of police or captain, will immediately assess the facts of the incident known to VCUPD to determine whether a crime may present a serious or ongoing threat or risk to members of the university community that necessitates that a timely warning be issued to the university community. The decision to issue a timely warning/crime alert will be made on a case-by-case basis in light of all the facts surrounding the crime that are known to VCUPD at the time, which may include the following factors:

- Nature of the crime
- Continuing danger to the university community
- Possible risk of compromising law enforcement efforts

The incidents may stem from reports to VCUPD, other state or local agencies or campus security authorities. Those incidents which prompt a timely warning/crime alert notification could include, but are not limited to:

- Murder/non-negligent manslaughter
- Manslaughter by negligence
- Sexual assault
- Robbery
- Aggravated assault
- Arson



Notification process

The on-duty police supervisor will immediately inform the chief of police, or if they are unavailable, the on-duty assistant chief of police or captain, of any crime that may pose an ongoing or serious threat to the personal safety of students, faculty, staff and/or guests. The chief of police, or if they are unavailable, the deputy chief of police or captain, will determine whether the crime requires a timely warning/crime alert, and if so, develop an alert message using an applicable template. Upon confirmation from the chief of police, or if they are unavailable, the deputy chief of police or captain or their designee, the on-duty police supervisor will promptly notify the university community by activating the text message system and/or notifying the on-call public relations specialist for Public Relations, Enterprise Marketing and Communications, in order to update the VCU Alert website and activate the mass email notification system, if necessary. In situations in which the chief of police or the deputy chief of police or captain are not available, or where any delay to brief these individuals would significantly increase the risk to the university community, the on-duty police supervisor is authorized to determine the necessity of a timely warning/crime alert, develop an alert utilizing one of the applicable template messages,

and either activate the text message system and/or notify the on-call public relations specialist for Public Relations, Enterprise Marketing and Communications, in order to update the VCU Alert website and activate the mass email notification system, if necessary. To maintain confidentiality, all timely warning/crime alerts will be provided to students and employees without the names of victims. The timely warning/crime alert message will include as much of the following information as is available at the time that the alert is disseminated:

- Nature of the incident or immediate threat
- Location, date and time of the incident
- Description of any suspect(s)
- Action recommended for university members
- Crime prevention information
- Contact number for VCUPD

Anyone with information that may warrant a timely warning/crime alert should report the circumstances to VCUPD by calling (804) 828-1234 (emergency) or in person at VCUPD Headquarters located at 224 E. Broad St., Richmond, VA 23219. To view the complete policy visit <https://vcu.public.doctract.com>.



Emergency notification, response and evacuation policy

In accordance with the university's Crisis Emergency Management Plan (CEMP), university officials coordinate the emergency notification, response and evacuation of the community, as needed, in the event of an emergency. The CEMP addresses several types of potential emergencies, with respective response plans and unit plans. The activation and use of the CEMP's Incident Coordination Team (ICT) is based on the facts and circumstances present and known by senior leadership. These officials also test the emergency response and evacuation procedures annually and publicize them throughout the community. Individuals who are responsible for carrying out these procedures include, but are not limited to the:

- President of the university
- Vice president for administration (ICT leader under the CEMP)
- Chief of police and/or VCUPD designee

Activation of the emergency notification system will occur immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on the VCU campuses, so that they may take reasonable precautions for their safety. VCUPD sworn on-duty supervision will respond to an incident to assess whether a significant emergency or dangerous situation is

occurring or is imminent on VCU's campuses, which constitutes an immediate threat to the health and safety of students, faculty, staff or guests. VCUPD's chief of police, or if unavailable, the deputy chief of police, then consults with other university offices, such as Facilities Management, the Office of Safety and Risk Management, the Office of the Senior Vice Provost for Student Affairs, University Student Health Services, the National Weather Service, and/or responding law enforcement or fire departments, as necessary, to determine or confirm that such an emergency situation exists. If an emergency situation is confirmed after consultation with necessary university departments and/or local resources, the vice president for administration and/or the chief of police, will, without delay, and taking into account the safety of the community, determine the content of the emergency notification message and activate the components of the [emergency communications system](#), unless issuing a notification will, in their professional judgment, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. VCUPD and/or local first responders on the scene of a critical incident or dangerous situation will assist with determining which segment or segments of the VCU community should receive the emergency notification. Based on the information provided by VCUPD and/or local first responders at the scene, VCUPD and officials from Enterprise Marketing and Communications will work in concert with the Incident Coordination Team (ICT) to determine which campus or



campuses should receive the emergency notification messages.

Each emergency notification will include as much of the following information as is known at the time of the notification:

- Specific information about the nature of the incident/threat
- Directions about how students, faculty, staff and guests should respond to the threat
- Details on what to do to get additional information

In situations in which the vice president for administration and the chief of police are unavailable, or where any delay would significantly increase the risk to the VCU community, the on-duty police supervisor is authorized to determine the necessity of an emergency notification message, develop an emergency notification message and activate the text message system. VCU has developed various template messages to address several types of emergencies. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and revise it to include the specifics of the present incident. In cases in which where there is no applicable template message for the incident, the individual authorizing the alert will develop a customized message to communicate the appropriate information to the VCU community. In such instances, the on-duty police supervisor will notify the chief of police as soon as practicable,

who will brief the vice president for administration. An immediate notification will be sent to the VCU community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The chief of police, or if unavailable, the deputy chief of police, will consult with the vice president for administration and applicable university departments to determine whether the threat is limited to a particular building or segment of the population and may, therefore, limit dissemination of the emergency notification to the identified building or segment of the population, if feasible.

After reviewing the emergency situation, the vice president for administration (acting as the ICT leader) will decide whether to declare an emergency and activate VCU's CEMP and a determination will be made regarding the level of emergency declared.

Officials from VCUPD and/or Enterprise Marketing and Communications will provide regular follow-up information to the community, as needed.

Emergency evacuation procedures

VCUPD is the entity that coordinates the safe evacuation of all impacted university facilities in the event of fire, bomb threat, power outage, other natural disasters, civil disturbances, and active or imminent threats. The level of necessity for evacuation will determine the appropriate

response by VCUPD and other university partners. If large-scale events occur that are beyond the resource capabilities of the VCUPD and the university, the chief of police may request assistance from outside agencies such as the City of Richmond Police Department and Richmond Fire and Emergency Department, Virginia State Police and the Virginia Department of Emergency Management, as needed.

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify VCUPD at (804) 828-1234 (emergency).

- Remain calm.
- Do NOT use elevators; use the stairs.
- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform VCUPD or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building.
- Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Testing and exercise procedures

To maintain the university's emergency management capability, VCU conducts various announced and unannounced exercises and drills each year. In accordance with VCU's CEMP and the VCU Continuity Plan (COOP), VCU will utilize the procedures below for testing institutional responses for emergency notification, response and evacuation:

• *Training, testing and exercises*

The university has a well-developed CEMP and all-hazard COOP training, testing and exercise program. VCU annually certifies completion of plan updates and execution of tests on CEMP and COOP plans in the event of natural or man-made disasters, including terrorist attacks. University emergency response and facility evacuation procedures are both publicized and tested at least annually.

• *After Action Review (AAR) and improvement plan*

AAR will be conducted following each emergency event or exercise on a planning scenario. The formal AAR should be completed on emergency events and exercises within 60 days, and improvement plans will be included or recommended in formal AAR documents. Any subsequent COOP or CEMP modifications that result from the AAR process will be incorporated, as necessary, into applicable response plans.



Each test is documented and includes a description, the date and time of the exercise and whether it was announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with the test (exercise and drill). To view the full policy, visit <https://vcu.publicdoctract.com>.

Mass notification systems

During critical incidents, VCUPD will work with the Incident Coordination Team and each organizational unit, as necessary, to gather accurate and detailed information regarding the situation and the university's response. Enterprise Marketing and Communications will provide information to the public regarding response and recovery efforts using various social media and local media outlets. If applicable, VCU may activate the outdoor siren system to alert the surrounding community.

The university utilizes a multichannel communications system to provide timely warnings/crime alerts and emergency notifications to the university community. In the event of an impending or actual emergency on campus, one or more of the following communication channels will be activated:

Outdoor siren system consists of multiple sirens strategically located on VCU's Monroe Park and MCV campuses, which are audible to the surrounding communities. Siren tests are performed on a biannual basis.

VCU Alert website can be accessed online at www.alert.vcu.edu and is updated regularly with information and instructions about how to respond in an emergency situation. A link to the site can also be found on the university website's home page. The on-call public relations specialist for Public Relations, Enterprise Marketing and Communications, activates the VCU Alert website and home page notifications. Parents and community members can view alerts and updates through this site.

Alertus devices are strategically installed in residence halls, all classrooms that house more than 20 students and other high-volume areas throughout the university. The devices are designed to transmit audio and visual alerts, as well as a protective action statement that will scroll on the screen.

Text messaging provides personal communication to all cell phone users who register for the service. In addition to emergency communications, text messages will also be used to announce weather delays and cancellations. Students, faculty, staff, parents and community members can sign up for text messaging online at www.alert.vcu.edu/signup. VCUPD, Public Relations and Technology Services can activate the text messaging system through Omnilert.

Digital screens in major academic buildings, the University Student Commons and all residence halls will be used to provide visual alerts similar to those displayed on the VCU Alert website. The signs will display the emergency alert and reference information that is posted to Alertus boxes and text messaging. VCUPD, Public Relations and Technology Services can activate the digital screens through Omnilert.

Email will be used to send more detailed information to everyone with a VCU email account. If only a segment or portion of the university community needs to be informed, an emergency notification will be sent via email to the relevant segment of the university community. An authorized VCUPD supervisor or the on-call University Relations staff member on call typically develops the messages for this system. The on-call public relations specialist for Public Relations, Enterprise Marketing and Communications, activates the mass email notification system, as necessary.

Social media such as VCU's Twitter and Facebook accounts will be used to send notices during certain activations of the VCU Alert system or activations of other mass notification systems, which may include Timely Warnings or Emergency Notifications as applicable. Messages may be automated through the VCU Alert system, or, may

be developed by an authorized VCUPD supervisor, on-call public relations specialist for Public Affairs, Enterprise Marketing and Communications. VCUPD, University Public Affairs and Technology Services utilize these social media tools.

Desktop alerts may be used to provide protective action statements related to an event. The majority of VCU-supported computers (and many Mac products) now support full-screen notifications on computer workstations in offices, laboratories, classrooms and study spaces.

LiveSafe is a free app for iOS and Android devices. Once users download the app and choose VCU as their school, they will receive will a "push" message through the VCU LiveSafe application that will also contain protective action statements related to an event.

Fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the university community.

If any of the above technology systems fail, the university may initiate face-to-face communication using building managers, residence life staff and other appropriate faculty, staff and students on campus.

2020-2022 yearly totals
Monroe Park Campus

Category	Year	On campus*	Noncampus**	Public property***	Residential facilities****	Total
Murder/non-negligent manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	19 ^a	1	0 ^b	17 ^c	20
	2021	6 ^m	0	0	3 ⁿ	6
	2020	3	0	2	3	5
Fondling	2022	11 ^d	0	8 ^e	6 ^f	19
	2021	8 ^o	0	3	8 ^p	11
	2020	4	0	1	3	5
Statutory rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	1	5	0	6
	2021	1	0	8	0	9
	2020	0	0	3	0	3
Aggravated assault	2022	2	7	11	0	20
	2021	0	0	5 ^q	0	5
	2020	2	0	10	1	12
Burglary	2022	2	1	0 ^w	0	3
	2021	12	0	0	9	12
	2020	8	0	0	3	8
Motor vehicle theft	2022	2	3	21	0	26
	2021	1	0	14	0	15
	2020	2	0	11	0	13
Arson	2022	0	0	0	0	0
	2021	0	0	3	0	3
	2020	3	0	4	2	7
Dating violence	2022	7 ^a	0	5 ^b	6 ^j	12
	2021	9 ^g	0	2 ⁱ	7 ^s	11
	2020	5	0	0	5	5
Domestic violence	2022	3	1	1	0	5
	2021	0	0	4	0	4
	2020	2	0	1	1	3
Stalking	2022	9	0	6 ^k	7 ^l	15
	2021	14 ^l	1	6 ^v	9 ^v	21
	2020	6	0	2	3	8
Liquor law arrests	2022	11	2	9	0	22
	2021	4	0	8	3	12
	2020	24	0	12	17	36
Liquor law referrals	2022	45	0	0	45	45
	2021	47	0	0	47	47
	2020	153	0	1	153	154

Crime statistics

Category	Year	On campus*	Noncampus**	Public property***	Residential facilities****	Total
Drug abuse arrests	2022	5	1	5	0	11
	2021	1	0	5	0	6
	2020	24	0	15	17	39
Drug abuse referrals	2022	49	2	0	47	51
	2021	36	0	0	36	36
	2020	80	0	0	78	80
Weapons law arrests	2022	3	2	4	0	9
	2021	2	0	20	0	22
	2020	2	0	8	0	10
Weapons law referrals	2022	6	0	0	6	6
	2021	0	0	0	0	0
	2020	4	0	0	4	4

* On campus statistics include reported incidents that occurred within residential facilities and on campus locations, as supplied by the VCUPD and/or Richmond Police Department.

** Crime information supplied by local law-enforcement agencies for identified noncampus locations.

*** Public property includes statistics supplied by VCUPD and Richmond Police Department, Virginia Alcohol and Beverage Control, Virginia State Police and the Division of Capitol Police.

**** All residential facility statistics are a subtotal of the on campus statistics.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the Monroe Park Campus 2022 calendar year, the number of:

- On-Campus Rapes changed from 3 to 19.
- Public Property Rapes changed from 1 to 0.
- On-Campus in Residential facilities Rapes changed from 0 to 17.
- On-Campus Fondlings changed from 3 to 11.
- Public Property Fondlings changed from 0 to 8.
- On-Campus in Residential facilities Fondlings changed from 3 to 6.
- On-Campus Dating Violence incidents changed from 2 to 7.
- Public Property Dating Violence incidents changed from 2 to 5.
- On-Campus in Residential facilities Dating Violence incidents changed from 2 to 6.
- On-Campus Stalking incidents changed from 3 to 9.
- Public Property Stalking incidents changed from 3 to 6.
- On-Campus in Residential facilities Stalking incidents changed from 3 to 7.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the Monroe Park Campus 2021 calendar year, the number of:

- On-Campus Rapes changed from 3 to 6.
- On-Campus in Residential facilities Rapes changed from 2 to 3.
- On-Campus Fondlings changed from 3 to 8.
- On-Campus in Residential facilities Fondlings changed from 0 to 8.
- On-Campus Dating Violence incidents changed from 5 to 9.
- Public Property Dating Violence incidents changed from 1 to 2.
- On-Campus in Residential facilities Dating Violence incidents changed from 3 to 7.
- On-Campus Stalking incidents changed from 9 to 14.
- Public Property Stalking incidents changed from 5 to 6.
- On-Campus in Residential facilities Stalking incidents changed from 6 to 9.

The above numbers were revised on November 28, 2023 after VCU Police discovered statistics originally provided by Title IX were unintentionally omitted from the data originally included in the 2023 Annual Security and Fire Safety Report.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the Monroe Park Campus 2022 calendar year, the number of:

- Public Property Burglaries changed from 6 to 0.

The above number was revised on October 15, 2023 after VCU Police entered the VCU crime statistics into the Department of Education survey website. Six incidents reported by another law enforcement agency do not meet the definition of a Clery reportable incident.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the Monroe Park Campus 2021 calendar year, the number of:

- Public Property Aggravated Assaults changed from 6 to 5.

The above number was revised on October 6, 2023 after VCU Police reviewed this Clery crime category due to a media request, and it was determined that one incident had been misclassified for Clery geography between the Monroe Park and MCV Campuses.

2020-2022 Unfounded[‡] reports* (Monroe Park Campus)

- 2022 – There were four unfounded offenses.**
- 2021 – There were four unfounded offenses.**
- 2020 – There were five unfounded offenses.**

[‡] Unfounded incidents are those determined by a sworn law enforcement officer to be false or baseless following a full investigation, and are not included in the total count.

* Unfounded reports include all of the Clery-reportable crime and geographic categories listed in the above table.

2020-2022 Hate crimes* (Monroe Park Campus)

- 2022 – Four hate crimes, three characterized by racial bias occurring on public and on-campus locations and one characterized as sexual orientation bias occurring at a non-campus location were reported.**
- 2021 – There were zero hate crimes reported.**
- 2020 – There were zero hate crimes reported.**

* Clery-reportable hate crimes include the crime categories listed in the above table, as well as Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property. See page 11 for the complete Clery-reportable hate crime definition. Hate crimes are reported for each of the Clery geographic categories included in the table above.

Crime statistics

Crime statistics

The following statistical information was furnished by the VCU Police and/or Richmond Police Department. The MCV Campus does not have any residential housing facilities.

2020-2022 yearly totals

MCV Campus

Category	Year	On campus*	Noncampus**	Public property***	Total
Murder/non-negligent manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	2	0	0	2
	2021	2	1	0	3
	2020	2	0	0	2
Fondling	2022	1	1	1	3
	2021	3	0	1	4
	2020	4	0	0	4
Statutory rape	2022	0 ^a	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	2	0	1	3
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated assault	2022	0	2	3	5
	2021	2	0	2 ^d	4
	2020	2	0	2	4
Burglary	2022	1	2 ^b	0 ^c	3
	2021	2	0	0	2
	2020	0	0	0	0
Motor vehicle theft	2022	0	0	7	7
	2021	1	0	2	3
	2020	2	0	4	6
Arson	2022	0	0	0	0
	2021	0	0	1	1
	2020	0	0	0	0
Dating violence	2022	0	0	2	2
	2021	3	0	2	5
	2020	9	0	0	9
Domestic violence	2022	4	1	0	5
	2021	8	0	4	12
	2020	12	0	1	13

Category	Year	On campus*	Noncampus**	Public property***	Total
Stalking	2022	1	2	1	4
	2021	6	0	0	6
	2020	5	0	1	6
Liquor law arrests	2022	9	3	18	30
	2021	0	0	3	3
	2020	1	0	0	1
Liquor law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse arrests	2022	5	1	16	22
	2021	26	0	7	33
	2020	22	0	1	23
Drug abuse referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	1	0	0	1
Weapons law arrests	2022	6	0	15	21
	2021	10	0	3	13
	2020	10	0	0	10
Weapons law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

* On campus statistics include reported incidents that occurred within on campus locations, as supplied by the VCUPD and/or Richmond Police Department. Crime statistics for the MCV Campus may include incidents that occurred on VCU Health property, which includes the hospital located.

** Crime statistics are supplied by local law-enforcement agencies for identified noncampus locations.

*** Public property includes statistics supplied by VCUPD and Richmond Police Department, Virginia Alcohol and Beverage Control, Virginia State Police and the Division of Capitol Police.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the MCV Campus 2022 calendar year, the number of:
a. On-Campus Statutory Rapes changed from 1 to 0.

The above number was revised on November 28, 2023 after VCU Police discovered statistics originally provided by Title IX were unintentionally omitted from the data originally included in the 2023 Annual Security and Fire Safety Report, and the review of the data determined one incident was misclassified as a reportable incident.

- b. Noncampus Burglary changed from 1 to 2.
- c. Public Property Burglary changed from 1 to 0.

The above numbers were revised on October 15, 2023 after VCU Police entered the VCU crime statistics into the Department of Education survey website. One incident had been misclassified for Clery geography between Noncampus and Public Property.

NOTE: Since the original publication of the 2023 Annual Security & Fire Safety Report, for the MCV Campus 2021 calendar year, the number of:
d. Public Property Aggravated Assaults changed from 1 to 2.

The above number was revised on October 6, 2023 after VCU Police reviewed this Clery crime category due to a media request, and it was determined that one incident had been misclassified for Clery geography between the Monroe Park and MCV Campuses.

2020-2022 Unfounded[‡] reports* (MCV Campus)

2022 – There were two unfounded offenses.

2021 – There was one unfounded offense.

2020 – There was one unfounded offense.

[‡] Unfounded incidents are those determined by a sworn law enforcement officer to be false or baseless following a full investigation, and are not included in the total count.

* Unfounded reports include all of the Clery-reportable crime and geographic categories listed in the above table.

2020-2022 Hate crimes* (MCV Campus)

2022 – There were zero hate crimes reported.

2021 – There were zero hate crimes reported.

2020 – One public property simple assault incident characterized by ethnic bias was reported.

* Clery-reportable hate crimes include the crime categories listed in the above table, as well as Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property. See page 11 for the complete Clery-reportable hate crime definition. Hate crimes are reported for each of the Clery geographic categories included in the table above.



Virginia-based Separate Campuses

Virginia-based Separate Campuses

In addition to VCU's main Monroe Park and MCV campuses located in Richmond, Virginia, VCU currently has three separate campuses throughout Virginia and one campus in Qatar. Information specific to the Richmond-based Monroe Park and MCV campuses is provided on the preceding pages of this report.

The Annual Security Report for the VCUarts Qatar campus is captured in a separate publication.

The subsequent pages provide an overview of each of the following VCU separate campuses located in Virginia, as defined by the federal Clery Act:

- [VCU Inova](#)
- [VCU Rice Rivers Center](#)
- [Southwest Virginia Higher Education Center](#)

All university policies and procedures contained in the appendices of this report are applicable to all campus locations unless otherwise stated in the respective campus section.



VCU Inova Campus Falls Church, Virginia

Campus profile

Inova Fairfax Hospital has been a teaching hospital for nearly 50 years, providing training opportunities for medical students, residents and other allied health professions (pharmacy, nursing, respiratory therapy, radiology, others) helping to train future practitioners.

The final class of the VCU Inova School of Medicine program graduated in May 2021, and the VCU Inova School of Medicine subsequently ceased operations. In 2007, the VCU School of Pharmacy Inova Campus was established, whereby up to 24 students per class year self-select to come to the Inova Campus to complete their P3 and P4 years on the grounds of the Inova Fairfax Medical Campus. The VCU School of Pharmacy Inova Campus is located in the VCU/Educational Conference Center (ECC) building, first floor.

The combination of a diverse patient population, state-of-the-art hospital facilities and a committed teaching faculty helps to create an exceptional learning environment for pharmacy and all allied health students. For more information, refer to <https://pharmacy.vcu.edu/about-us/inova-campus/about-inova>.

Throughout this report, the VCU School of Pharmacy Inova Campus will be referred to as the VCU Inova Campus, or simply VCU Inova.

All university policies and procedures contained in appendices A-F in the back of this report are applicable to the VCU School of Pharmacy Inova Campus, unless otherwise stated in this section.





How VCU Inova protects you

Inova Fairfax Medical Campus Public Safety and Emergency Management

Inova Fairfax Medical Campus Public Safety and Emergency Management serves the entire campus, to include select off-site locations licensed under IFMC. Uniformed Allied security officers are available 24 hours a day by calling the Security Control Center at (703) 776-3180 for routine service, or during emergency or critical incidents, by calling the center at (703) 776-4911.

The campus, including buildings, parking areas, grounds and roadways, is patrolled by security officers using a zone concept. Officers in the field are dispatched by a Security Control Center located inside of the hospital. During select hours, security officers staff the Women's Hospital, the Children's Hospital, the Heart and Vascular Institute, the South Patient Tower, Professional Services Building and the ER/Trauma Center. Officers respond to calls for service from these locations and roving officers are able to respond from their locations throughout the campus when needed. The security force is augmented with 1,796 security cameras, 1,825 ID prox readers, more than 129 emergency security call stations and 650 portable and fixed duress panic alarms. More than 140 stairwell voice discriminators are located throughout the campus. Identification badges are required by all students, faculty and staff.

Administrative services are provided by the Inova director of public safety and emergency management, Allied director of security, Allied security manager, Allied security analyst, Inova safety manager, Inova parking services manager, Inova safety technician and Inova emergency management coordinator. Managers are available 24 hours a day for matters involving critical incidents.

The senior administrative coordinator is available Monday through Friday from 7 a.m. to 3:30 p.m. for processing applications for ID badges, parking permits and shuttle and car-pooling requests.

VCU Inova Security

VCU Inova has a campus security force via the Inova Fairfax Medical Campus. The Inova Fairfax Medical Campus provides and administers this service.

Enforcement authority of campus security

The campus security force consists of contracted security officers, without police powers, who are not sworn personnel and one armed officer from Sentry Force assigned to the Emergency Department lobby. The security officers are assigned to a variety of patrol and fixed-post assignments while on duty. This includes, but is not limited to, controlling ingress to the emergency department, patrolling their assigned buildings and any other special assignment that their supervisor may deem appropriate.

The department goals are to provide an environment of care that is as safe and secure as reasonably possible for our internal and external customers, which include patients, employees and students on the Inova Fairfax Medical Campus.

Allied, contracted by Inova Health System to provide security officers for Inova, does not have power of arrest although they are licensed by the Department of Criminal Justice Services. Arrests would be made by the Fairfax County Police.

Fairfax County Police do not sign memorandums of understanding with facilities. Criminal incidents are reported to the Fairfax County Public Safety Communications Center by way of 911 or nonemergency at (703) 691-2131.

Inova Fairfax Medical Campus security maintains liaisons with federal, state and local law enforcement with an emphasis on preplanning; VIP/executive protection; and medical care access (emergency and non-emergent).

Crime prevention and security awareness programs and resources

Inova Health System includes education in security concerns once at the beginning of each fall semester as part of new student and once during new employee orientation. The objective of the security and crime prevention education is to promote security and crime prevention awareness among all

students, faculty and staff. Additional security and crime prevention training is arranged by contacting the security director at (703) 776-3837. Security officers and select staff are provided training in recognizing and dealing with aggressive behaviors through a nonviolent crisis intervention program.

Things you can do

If someone tries to harm you

- Stay calm and think rationally
- Remember what the attacker looks like
- Consider what you can do to defend yourself
- Alert campus security or the local police

At home

- Always lock your doors and windows
- Be careful when inviting casual acquaintances into your home or office
- Do not allow anyone to duplicate your keys
- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen
- Install deadbolt locks on all exterior doors and locks on windows
- Light entrances all night long

On the phone

- List only first initials and last name in directories
- Do not divulge your name and address to people you don't know



- Hang up immediately on obscene phone callers
- Never reveal that you are alone
- Note the date and time and what was said during the call for future reporting

In your car

- Lock your doors and windows
- Park in well-lit areas
- Store valuables out of sight and lock them in the trunk when the car is parked
- If your car breaks down, activate emergency flashers
- Stay in the locked car
- Immediately call for assistance; if someone stops to help, ask the person to call for help for you
- Sound the horn if threatened
- Never pick up strangers

Shopping

- Be aware of your surroundings
- Check ATMs for foreign attachments before inserting your card
- Keep pocketbooks/purses/bags in close proximity of one’s person
- Do not carry unreasonable amounts of cash or valuables

Important numbers

To report critical incidents (24/7) (703) 776-4911

Security Control Center (24/7) (703) 776-3180

Public Safety and Emergency Management Office (7 a.m.-3:30 p.m.) (703) 776-3685

Inova director of public safety and emergency management (703) 776-2987

Allied security director (703) 776-3837

Allied security manager (703) 776-7950

Inova safety manager (703) 776-2808

Inova parking services manager (703) 776-3557

Inova emergency manager (703) 776-6418

Fairfax County Rape Crisis/ Sexual Assault Hotline (703) 360-7273

Other local resources

Counseling and mental health services

George Mason University Counseling and Psychological Services (703) 993-2380

Rachel Bronsther, MD
Inova Division Chief – Adult Psychiatry 703-776-3626

Student health services

Fairfax Family Practice (703) 391-2020
3650 Joseph Siewick Dr., Suite 400
Fairfax, VA 22033

VCU School of Pharmacy, student services coordinator (703) 776-7972

Reporting a crime or emergency

Security Control Center: (703) 776-3180

The Security Department employs an officer to staff a Security Control Center 24 hours a day. By dialing this number, you will reach an officer who can assist with your security needs and may dispatch one or more officers to any location for routine or emergency needs. If the above number is busy, there are sufficient numbers

available for the phones to roll over to so that no call should go unanswered. All individuals are encouraged to accurately and promptly report crimes or emergencies to the Security Department, including when the victim of a crime elects to or is unable to make such a report.

Emergencies: Extension 6-4911

The 6-4911 extension can be dialed from any Inova telephone or (703) 776-4911 can be dialed from an outside line. These numbers can be used to report critical incidents and other emergencies, such as fire emergencies, infant/child abduction, violent behavior, and other life-threatening, security-related incidents.

Recognizing officers

Security officers are distinguished by a common uniform — black pants and a black shirt with upper left chest insignia, as well as related security equipment. Part of this equipment is a two-way radio that can summon help immediately. Either on foot or in a security vehicle (white Ford Explorer or white Dodge Journey with a blue Allied logo on the sides), officers should be approached for any assistance you might require.

Parking lots

There are 24-hour emergency call boxes located on surface lots and each level of the parking garages. If you need to contact security from those areas, it does not have to be an emergency, simply follow the instructions below:

1. Push the red button to activate the system. After a few seconds an officer will speak to you over the two-way radio inside the box.
2. To speak to the officer after they have acknowledged your first push of the button, push and hold the button as you speak. Release the button to hear the reply.
3. If you have an emergency and for some reason cannot speak, push the button. Officers will be automatically dispatched to your call box location to investigate.

VCU Inova security response to student organizations

VCU Inova does not have any officially recognized student organizations other than those on the Monroe Park and MCV campuses. As such, VCU Inova does not monitor or record through local police agencies any criminal activity involving students engaged at off-campus locations that do not meet the Clery definition of noncampus geography.

Workplace violence

Inova Health System endeavors to provide a workplace that is safe for its employees. Threats or acts of violence that are made toward or by an employee will not be tolerated in support of a zero tolerance policy. Although not all inclusive, workplace violence may include assaults, arguments, employee desertion, gossip,

rumors, prejudice, unsafe working conditions, numerous accidents, petty or major thefts, domestic problems, use of drugs or alcohol, narcotic diversion, harassment, troublemakers, angry phone conversations and carrying a weapon at work. To report workplace violence:

- Notify immediate supervisor/director/administrative supervisor
- Notify human resources, (703) 776-3172
- Notify the Security Department*
- Notify the Employee Assistance Program, (800) 346-0110
- Notify the compliance hotline, (888) 800-4030
- Submit Safety Always form
- Contact Employee Occupational Health Services, (703) 776-3271
- Notify risk management/legal, (703) 776-2789/(703) 289-2027

* For acts of physical violence or threats, immediately notify the Security Control Center at (703) 776-3180. Incidents may be reported by any of the described reporting methods.

Voluntary, confidential reporting and anonymous reporting procedures

There are no VCU-employed pastoral or professional counselors at VCU Inova. VCU does not allow and, therefore, there are no procedures for voluntary confidential

reporting due to state open-record laws. Crimes may be reported anonymously in multiple ways:

- Security Control Center – (703) 776-3180
- Allied security director – (703) 776-3837
- Allied security manager – (703) 776-7950
- Inova emergency manager – (703) 776-6418
- Inova safety manager – (703) 776-2808
- Compliance Hotline – (888) 800-4030
- Fairfax County Police Crime Solvers – (866) 411-TIPS (8477)
 - Download the mobile tip411 app “Fairfax Co. Crime Solvers” at <http://fairfaxcrimesolvers.org/fccs-mobile-app.html>.

Reporting a crime or emergency to the Fairfax County Police Department

A person reporting a crime to Inova Fairfax Medical Campus Security has the right to report the crime to the Fairfax County Police Department by calling 911 or utilizing the Fairfax County Police nonemergency call center at (703) 691-2131.



Response to reports

Inova Fairfax Medical Campus maintains security control dispatch officers on duty 24 hours a day in a Security Command Center. Security procedures are in place which require a security officers(s) on the scene within six minutes or less for all critical (emergency) incident calls. Routine calls (nonemergency) require a Security Officer(s) on-scene within 12 minutes or less. Security dispatchers have the ability to communicate with Fairfax County Police and Fairfax County Fire Department through the Public Safety Communication Center and through the county radio system as a backup. Fairfax County Police have immediate access to five Rapid Deployment Stations on campus for rapid entry into buildings and for communication with security.

All reported safety and security incidents are documented in reports, and those reports are submitted to the Allied security director, Allied security manager, Inova safety manager, Inova parking manager and Inova director of public safety and emergency management for appropriate follow-up. Reports are further provided to Risk Management/Legal, appropriate department leaders and appropriate senior leaders for action. The current report classification system separates crimes reportable to the Clery Act and all other security documents. Incidents involving crimes reportable to the Clery Act are logged into the daily incident log.

Daily crime log

The Security Department will maintain a crime log. The log will include the nature, date, time and general location of reported criminal incidents, as well as the disposition of the complaint, if that is known at the time the log is created.

The Security Department reserves the right to exclude crime report information from the log in circumstances where posting may compromise ongoing police operations. Faculty, staff and students are encouraged to review the crime log periodically to become more familiar with the types and locations of criminal incidents which may impact the Inova community. The daily crime log can be accessed at the Security Office, Original Building, Second Floor, Inova Fairfax Medical Campus, 3300 Gallows Rd., and is available during regular business hours, Monday through Friday, 7 a.m. to 3:30 p.m.

Access, security and maintenance of campus facilities

Access to facilities

Inova Fairfax Medical Campus is open to patients, staff, physicians, students, contractors and visitors. Building entrances, to include the Educational Conference Center, are controlled by coded ID prox card access issued in the form of a photo identification badge to authorized individuals or by means of a video intercom system commonly known as an Aphone, which is answered by an officer at the

Security Control Center 24 hours a day, seven days a week.

Interior space access is controlled by a combination of keys, cipher locks, electronic locks using ID prox cards or video intercom system. Access to designated staff, physician, student and contractor parking areas is controlled by the issued ID prox card system. All ID use is monitored in the Security Control Center, where dispatchers can view the name, department, title and photo of the individual using the ID. Select areas have a secondary validation by means of a video system.

Security of campus facilities

The VCU/Educational Conference Center building is provided with security features consisting of:

- ID badge prox readers
- Electronic locking systems
- Panic alarm systems
- Security cameras
- Voice discrimination systems
- Aphones
- Random security officer patrols
- Emergency call boxes
(24-hour boxes on campus grounds)
- Vehicle patrols

Maintenance of campus facilities

The Safety Management Program is designed to develop, coordinate, manage

and evaluate safety activities in an effort to provide a safe, effective and functional environment of care in a manner consistent with standards and federal, state and local regulatory requirements. The Safety Management Program is based on monitoring and evaluating of the environment of care, applicable laws and regulations, education about the environment, staff knowledge and skills to perform their responsibilities, and recognized practice.

Facilities Management immediately responds to reports including, but not limited to, inoperable doors, burned-out lights and broken windows and screens. The hospital requires and supports an effective safety management program and requires quarterly reports from the Environment of Care Safety Committee on key items, issues and concerns.

Hazards can be reported to the Security Control Center by calling (703) 776-3180. Security officers will investigate, complete a report and take action to make the hazard safe, including notifying the Public Safety and Emergency Management Department, Engineering Department and/or other departments as appropriate.

Timely warning/crime alert policy and procedures

The timely warning/crime alert is triggered when the Allied security director, Allied security manager or the Inova director of public safety and emergency management identifies a Clery Act-reportable crime

that poses an ongoing or serious threat to students, faculty, employees and/or guests. The decision to inform the community shall be based on the known facts of the incident. The Inova Fairfax Medical Campus senior leaders will decide whether to inform the Inova Fairfax Medical Campus of crimes that may present a serious or ongoing threat or risk to members of the community, which includes VCU Inova. The senior leaders include:

- President
- Chief operating officer
- Chief medical officer
- Chief nursing officer
- Administrative supervisor
- AVP, Building and Support Services
- Administrator on-call
- VP, Human Resources (if staff related)

The timely warning/crime alert provides an opportunity for individuals to take reasonable precautions for their safety.

VCU Inova will consider any Clery reportable event occurring anywhere on Inova Fairfax Medical Campus, not solely in and around the immediate VCU Inova Campus, as potentially reportable under the timely warning/crime alert doctrine. Consideration will be made on a case-by-case basis. The incidents that prompt a timely warning/crime alert notification include, but are not limited to:

- Murder/non-negligent manslaughter
- Manslaughter by negligence
- Sexual assault
- Robbery
- Aggravated assault
- Arson
- Nature of the incident or immediate threat
- Location, date and time

Any of these types of incidents will be evaluated on a case-by-case basis to determine if a serious or ongoing threat to the community exists.

Notification process

The Allied security director will inform the Inova Fairfax Medical Campus senior leaders of any incident that may pose a serious or ongoing threat to the personal safety of students, staff or visitors. In consultation with the security operations director or Inova director of public safety and emergency management, the Inova Fairfax Medical Campus senior leaders will determine whether the incident requires a timely warning/crime alert. If a timely warning/crime alert is deemed necessary, it will promptly be developed and appropriate mass notification system(s) will be initiated for the Inova Fairfax Medical Campus, which includes VCU Inova, by the appropriate office(s) as listed under the [“Methods of notification”](#) section on the following page. To maintain confidentiality, all timely warnings/crime alerts will be provided to students and employees without the names of victims. The timely warnings/crime alerts will include the following information:

of the incident

- Description of any suspect(s)
- Recommended action for the VCU Inova community
- Crime prevention information
- Contact number for follow-up inquiries

Anyone with information warranting a timely warning/crime alert should report the circumstances to the Security Department, (703) 776-3180, or in person to Security or Public Safety and Emergency Management in the Original Building, second floor.

Emergency notification, response and evacuation policy

In accordance with the Inova Fairfax Medical Campus Emergency Operations Plan, Inova public safety and emergency management officials will coordinate the emergency notification, response and evacuation of the Inova Fairfax Medical Campus, which includes VCU Inova. Activation of the emergency notification system will occur immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on the VCU Inova campus, so that they may take reasonable precautions for their safety. Emergencies on the Inova Fairfax Medical Campus are typically confirmed by the Security Department in coordination with local emergency responders and Inova public safety and emergency management

officials. These officials will also publicize VCU Inova's emergency response and evacuation procedures in conjunction with announcing the annual testing of these procedures. Individuals who are responsible for carrying out these procedures locally include, but are not limited to the:

- President
- Chief operating officer
- Chief medical officer
- Chief nursing officer
- AVP, Building and Support Services
- Administrator on-call
- VP, Human Resources (if staff related)

The Public Safety and Emergency Management Department and the Security Department shall be responsible for the safe evacuation of all VCU Inova buildings in the event of fire, bomb threat, power outage, other natural disasters, civil disturbances and active threats. When appropriate, Fairfax County Police will be notified to assist in any crisis situation. If an emergency situation is confirmed, the Inova public safety and emergency management officials will, without delay, and taking into account the safety of the community, determine the content of the emergency notification message and activate the components of the emergency communications system, unless issuing a notification will, in their professional judgment, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Methods of notification

VCU Inova has a variety of methods to notify and provide timely warning/crime alert. A mass notification system allows notification to a wide range of electronic media. In the event of an impending or actual emergency, one or more of the following communication channels will be activated. The following individual(s) typically develop the messages for these systems while Security Control Center dispatchers, Telecommunications and/or media relations activates the message:

- Inova director of public safety and emergency management
- Allied security director
- Allied security manager
- Inova emergency management coordinator
- Media relations manager on-call
- Any senior director or higher position
- Telecommunications manager

Email will be used to send information to everyone with an Inova email account.

Message boards on campus can be programmed and activated.

Text message alert system will notify students, faculty and staff immediately about campus emergencies. It is mandatory for VCU Inova students to register for text alerts, which provide immediate information about campus emergencies, weather delays and cancellations. To sign up for text alerts, visit <https://inovanet.net.inova.org/InovaAlerts>.

Emergency communication speaker system

system is utilized for digital and live voice for emergency alert announcements in order to provide the larger university community with emergency information, as needed. The emergency alert announcements are made using the campus fire alarm system, which is a Class A system, allowing the system to be used under the most extreme conditions. The system allows the Security Control Center dispatchers to communicate to all campus buildings; to select campus building(s); and to select floors within buildings.

Public address system is operated by the Telecommunications Department and serves as a backup to the Emergency Communication Speaker System, if required. This system is also hospitalwide.

Follow-up information will be communicated as it becomes available and prudent to communicate. After-action campus communication(s) are typically prepared in conjunction with the Emergency Management Team and the Inova Communications Department.

In addition to the above internal notification methods, the exterior of the campus currently has **four digital message signs**. These signs are capable of being programmed from the Emergency Operations Center and from Inova Public Safety and Emergency Management Department, for messages by hospital administration, Inova Public Safety and

Emergency Management Department. Two VDOT-type **towable message boards** are located on the campus and are capable of being programmed in the field by Inova Public Safety and Emergency Management Department personnel and Design and Construction personnel.

Emergency evacuation procedures

At the sound of a fire alarm, facility alert, fire alarm activation announcement or if you are instructed to evacuate, leave your work area or classroom and immediately proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify the Security Control Center, (703) 776-3180 or extension 4911 from any Inova telephone to notify Security, (703) 776-3180.

- Remain calm.
- Do not use elevators. Use the stairs.
- Assist the physically impaired; if the person is not ambulatory, make sure they are in a safe place and notify responding emergency services of the person's location.
- Move to the designated assembly area.
- Keep all roadways clear for emergency vehicles.
- Security will make sure the buildings are clear if safe to do so.
- Do not re-enter the building until Fairfax County Fire and Rescue, Public Safety and Emergency Management or security personnel advise it is safe to do so.

Testing and exercise procedures

The emergency alert system is tested once per shift, per quarter, per building during campuswide fire drills and quarterly or semi-annually for other emergency plan activations (may be announced or unannounced). In addition, all speaker circuits are inspected, serviced and tested in order to maintain compliance with applicable codes/standards.

Crime statistics

The following statistical information was furnished by Inova Fairfax Medical Campus Security and the Fairfax County Police Department. The VCU Inova Campus does not have any residential housing facilities.

2020-2022 yearly totals VCU Inova Campus

Category	Year	On campus*	Noncampus	Public property**	Total
Murder/non-negligent manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	1	0	0	1
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	9	0	0	9
	2021	5	0	0	5
	2020	2	0	0	2
Statutory rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	1	1
Aggravated assault	2022	2	0	0	2
	2021	0	0	0	0
	2020	1	0	0	1
Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor vehicle theft	2022	6	0	0	6
	2021	0	0	0	0
	2020	2	0	0	2
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating violence	2022	0	0	0	0
	2021	1	0	0	1
	2020	0	0	0	0
Domestic violence	2022	0	0	0	0
	2021	2	0	0	2
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	2	0	0	2
	2020	0	0	0	0

Category	Year	On campus*	Noncampus	Public property**	Total
Liquor law arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse arrests	2022	5	0	0	5
	2021	1	0	0	1
	2020	2	0	0	2
Drug abuse referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law arrests	2022	8	0	0	8
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

* On campus statistics include reported incidents that occurred on or within VCU Inova's on campus property, as supplied by the Inova Fairfax Medical Campus Security and the Fairfax County Police Department, which may include incidents that occurred within Inova Fairfax Hospital where the VCU Inova Campus is located.

** Public property includes statistics supplied by the Fairfax County Police Department.

2020-2022 Unfounded reports* (VCU Inova Campus)

2022 – There were two unfounded offenses.

2021 – There were zero unfounded offenses.

2020 – There were zero unfounded offenses.

‡ Unfounded incidents are those determined by a sworn law enforcement officer to be false or baseless following a full investigation, and are not included in the total count.

* Unfounded reports include all of the Clery-reportable crime and geographic categories listed in the above table.

2020-2022 Hate crimes* (VCU Inova Campus)

2022 – Three non-campus hates crimes characterized by racial bias were reported.

2021 – One on-campus destruction of property incident characterized by ethnicity bias was reported.

2020 – There were zero hate crimes reported.

* Clery-reportable hate crimes include the crime categories listed in the above table, as well as Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property. See Page 11 for the complete Clery-reportable hate crime definition. Hate crimes are reported for each of the Clery geographic categories included in the table above.





VCU Rice Rivers Center Charles City County, Virginia

Campus profile

The VCU Rice Rivers Center is located at 3701 John Tyler Memorial Highway in Charles City, Virginia. The center is a field station devoted to environmental research, teaching and public service, with a mission to be internationally recognized for its academic programs focused on scientific research, education and public outreach, and for informing public policy related to river ecosystems, their watersheds and the conservation of species that inhabit those watersheds.

Located on 360 acres along the historic James River, midway between Richmond and Williamsburg, Virginia, the center is in the heart of diverse aquatic and terrestrial habitats. The grounds and research facilities provide an ideal gathering place for scientists, educators and resource managers. Renowned faculty and collaborations with environmental agencies make the VCU Rice Rivers Center a research leader in river ecosystem science. Solutions are sought to pressing resource issues vital to society and the natural environment. Students from different disciplines come for field-based instruction, often working on studies led by faculty and affiliated research partners.

In October of 2021, the Rice Rivers Center Research Facility opened and provides 14,000 square feet of collaborative research

laboratory space, a separate teaching laboratory, an office wing, flexible teaching and student resource spaces, a conference room, kitchen and dining area, and 3 bays for storage and for unloading equipment and samples

In June 2017, the Inger Rice Lodge opened, and it provides short-term, overnight living and cooking facilities for students and non-VCU guests who reserve the space. In October 2008, the Walter L. Rice Education Building opened, providing lecture and laboratory classrooms, a conference room and administrative offices, as well as an outdoor classroom pavilion. The 4,900-square foot education building was not only built at the highest level of green building standards, but is operated and maintained at the highest level of green building operations.

VCU Rice Rivers Center does not have a campus security department, and does not have a written agreement or contract with any local law enforcement personnel to provide campus security services.

Reporting a crime or emergency

All individuals are encouraged to accurately and promptly report crimes or emergencies, including when the victim of a crime elects to or is unable to make such a report. As the VCU Rice Rivers Center is located in Charles

City County, crimes and other emergencies should be reported to the Charles City County Sheriff's Office by calling 911 (from a land-line) for emergencies or (804) 829-9265 for nonemergencies. (This also serves as the emergency number if calling from a cellular device.) The VCU Police can also be reached by calling (804) 828-1234 for emergencies and (804) 828-1196 for nonemergencies.

Voluntary, confidential reporting

VCU does not allow and, therefore, there are no procedures for voluntary confidential reporting because of state open-record laws. To report crimes anonymously, please call the Charles City County Sheriff's Office or VCU Police (see above contact information).

Pastoral and professional counselors

Appropriately credentialed VCU-employed pastoral and professional counselors who are acting within the scope of their counseling role are not campus security authorities under the federal Clery Act, and are thereby exempt from Clery-mandated disclosure of certain criminal offenses. This exemption is intended to protect the counselor-client relationship, unless another legal obligation to report exists.

The university encourages pastoral and professional counselors to notify individuals whom they are counseling of the anonymous reporting options available to them, if and when they deem appropriate. Anonymous reports are counted and disclosed in the

university's annual crime statistics and do not include any personally-identifiable information.

VCU Rice Rivers Center response to student organizations

VCU Rice Rivers Center does not have any officially recognized student organizations other than those on the Monroe Park and MCV campuses. As such, VCU Rice Rivers Center does not monitor or record, through local police agencies, any criminal activity involving students engaged at off-campus locations that do not meet the Clery definition of noncampus geography.

Reporting to other campus security authorities

While community members are strongly encouraged to promptly report all crimes and other emergencies directly to the Charles City County Sheriff's Office or the VCU Police, reports can also be made to certain university officials and offices as "campus security authorities" (CSAs). For the VCU Rice Rivers Center, the following person has been designated a CSA to whom criminal incidents may also be reported for the purpose of making timely warning reports and the annual statistical disclosure:

- Greg Garman, Ph.D.
Director, VCU Rice Rivers Center
ggarman@vcu.edu
(804) 828-1574



Access to and security of campus facilities

The VCU Rice Rivers Center does not have a memorandum of understanding with a local police department or security company.

The front gate to the Center is closed and locked 24/7 which requires an access code. The administrative building at the VCU Rice Rivers Center is open 7 a.m.-4 p.m. Monday through Friday. The administrative building has manual keyed locks on the exterior doors, and students, staff and faculty are not able to access this secured building after hours.

Crime prevention and security awareness programs and resources

VCU Police officers provide security awareness and crime prevention presentations during all new student orientations at the beginning of the fall and spring semesters and during new employee orientations throughout the year. The VCU Police Department also provides campus security awareness and crime prevention presentations throughout the year to students and staff upon request. As part of the security awareness programs, students and employees are encouraged to be responsible for their own safety and the security of others. The crime prevention programs offered through the VCU Police Department are further described on page 18. For more information regarding available presentations, contact the VCU Police Department at (804) 828-8372 or email crimeprevreq@vcu.edu with your request.

Timely warning/crime alert and emergency notification, response and evacuation policies and procedures

Due to the center's close proximity to VCU's Richmond-based main campuses, the Monroe Park and MCV campuses' timely warning/crime alert and emergency notification, response and evacuation policies and procedures also apply to the VCU Rice Rivers Center campus. For additional information on these policies and procedures, see pages 27-33.

All other university policies and procedures contained in appendices A-F in the back of this report are applicable to the VCU Rice Rivers Center campus, unless otherwise stated in this section.

Crime statistics

Crime statistics

The following statistical information was furnished by the Charles City County Sheriff’s Office and the Virginia Department of Game and Inland Fisheries. The VCU Rice Rivers Center does not have any residential housing facilities.

2020-2022 yearly totals VCU Rice Rivers Center

Category	Year	On campus*	Noncampus	Public property**	Total
Murder/non-negligent manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor vehicle theft	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Category	Year	On campus*	Noncampus	Public property**	Total
Domestic violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor law arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

* On campus statistics include reported incidents that occurred on or within VCU Rice River Center's on campus property, as supplied by the Charles City County Sheriff's Office and the Virginia Department of Game and Inland Fisheries.

** Public property includes statistics provided by the Charles City County Sheriff's Office and the Virginia Department of Game and Inland Fisheries.

2020-2022 Unfounded[‡] reports* (VCU Rice Rivers Center)

2022 – There were zero unfounded offenses.

2021 – There were zero unfounded offenses.

2020 – There were zero unfounded offenses.

[‡] Unfounded incidents are those determined by a sworn law enforcement officer to be false or baseless following a full investigation, and are not included in the total count.

* Unfounded reports include all of the Clery-reportable crime and geographic categories listed in the above table.

2020-2022 Hate crimes* (VCU Rice Rivers Center)

2022 – There were zero hate crimes reported.

2021 – There were zero hate crimes reported.

2020 – There were zero hate crimes reported.

* Clery-reportable hate crimes include the crime categories listed in the above table, as well as Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property. See Page 11 for the complete Clery-reportable hate crime definition. Hate crimes are reported for each of the Clery geographic categories included in the table above.



Southwest Virginia Higher Education Center Abingdon, Virginia

Campus profile

The Southwest Virginia Higher Education Center (SVHEC) was established by the Virginia General Assembly in 1991 to strengthen the economy of southwest Virginia through education and training of the workforce. SVHEC is situated on the Virginia Highlands Community College property located at One Partnership Circle in Abingdon, Virginia. The center is a collaborative partnership between various higher education institutions, including Virginia Highlands Community College, Virginia Polytechnic Institute and State University, UVA at Wise, Radford University, Old Dominion University, Emory & Henry College, King University, East Tennessee State University, Bluefield College and VCU. The center is comprised of one approximately 100,000-square-foot building, which contains professional classrooms, large conference areas, labs and administrative space. VCU currently offers degree programs for Bachelor of Science in medical laboratory sciences, Master of Science in Nurse Anesthesia and Doctor of Nurse Anesthesia Practice at the center.

Reporting a crime or emergency

All individuals are encouraged to accurately and promptly report crimes or emergencies, including when the victim of a crime elects to or is unable to make such a report. The Virginia Highlands Community College, in partnership with SVHEC, has a

memorandum of understanding with the Campus Police Department at Virginia Highlands Community College. The Campus Police is a professional police department with jurisdiction on the Virginia Highlands Community College and SVHEC. The Campus Police consists of sworn officers with full police authority who enforce Virginia law, parking and traffic regulations, and assist local, state and federal law enforcement agencies. Crimes may be reported anonymously by calling the Campus Police or the Abingdon Police Department. The Campus Police can be reached at (276) 614-8282 (cell) and (276) 739-2448 (office), and their office is located in the Instruction and Service Center, 130A, 130 VHCC Dr., Abingdon, Va. 24212. Crimes and other emergencies should be reported to the Abingdon Police Department by calling 911 for emergencies or (276) 628-3111 for nonemergencies.

Voluntary, confidential reporting

There are no VCU-employed pastoral or professional counselors at SVHEC. VCU does not allow and, therefore, there are no procedures for voluntary confidential reporting because of state open-record laws. To report crimes anonymously, please call the Campus Police (see above contact information).

SVHEC response to student organizations

SVHEC does not have any officially recognized student organizations other than those on the Monroe Park and MCV campuses. As such, SVHEC does not monitor or record, through local police agencies, any criminal activity involving students engaged at off-campus locations that do not meet the Clery definition of noncampus geography.

Reporting to other campus security authorities

While community members are strongly encouraged to promptly report all crimes and other emergencies directly to the Campus Police Department at Virginia Highlands Community College (see above contact information) or by calling the Abingdon Police Department by dialing 911 and (276) 628-3111 for nonemergencies, reports can also be made to certain university officials and offices known as campus security authorities (CSAs). For the SVHEC campus, the following person has been designated a CSA to whom criminal incidents may also be reported for the purpose of making timely warning reports and the annual statistical disclosure:

- Kathy Hietala
Student coordinator
khietala@swcenter.edu
(276) 619-4346

Emergency notification, response and evacuation procedures

As SVHEC is situated on the Virginia Highlands Community College Campus, the center adheres to Virginia Highlands Community College's emergency notification, response and evacuation procedures.

SVHEC uses HEC Alerts to immediately contact community members during a major crisis, emergency, significant incident, or operational schedule change. To receive notifications, subscribers must enroll a mobile phone number for SMS text alerts. When an incident or emergency occurs, authorized senders will instantly notify subscribers via HEC Alerts. HEC Alerts will provide real-time updates in the event of an emergency or other critical incident. To sign up for text HEC Alerts, you may text #HECAAlerts to (276) 695-3567 or visit www.swcenter.edu/hec-alerts/.

Upon confirmation of a significant emergency or dangerous situation occurring on the Virginia Highlands Community College campus that poses an immediate threat to the health and safety of the campus community, Virginia Highlands Community College will, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Virginia Highlands



Community College utilizes a multitiered notification system that uses various methods to quickly communicate information to campus community members. The notification system includes HEC Alerts, a siren/public intercom system to disseminate emergency information to the larger community, and/or email notifications.

The Campus Police conduct fire or weather related drills every semester (announced or unannounced) on the Virginia Highlands Community College campus.

Crime prevention and security awareness programs and resources

The Campus Police provides campus security awareness and crime prevention presentations throughout the year to students and staff upon request. The Campus Police's presentation topics include: active shooter, crime prevention, fire safety and general campus security procedures and practices. For more information on available presentations, contact the Campus Police at (276) 739-2448.

Access to and security of campus facilities

The center is comprised of one building, with the administrative suite within it. The entire building is open Monday through Saturday, from 7:30 a.m.-10 p.m. for events and classes, and for special events on Sundays. The administrative suite is open from 8 a.m.-6 p.m. and has separate access doors. Visitors must check in at the building's front desk and security cameras monitor public areas of the building. The building has exterior electronic access doors for which staff and faculty are issued keycards to enable access to the building after hours. Students are not permitted access to the building after hours. The executive director of SVHEC is responsible for security considerations used in building maintenance.

SVHEC and Virginia Highlands Community College campuses, including buildings, parking areas, grounds and roadways, are routinely patrolled by campus police officers.

All university policies and procedures contained in appendices A-F in the back of this report are applicable to SVHEC, unless otherwise stated in this section.

Crime statistics

The following statistical information was furnished by the executive director of the SVHEC and the Abingdon Police Department. Individuals who want to report crimes for inclusion in the Annual Security Report should report them to the Abingdon Police Department or the executive director of the SVHEC. The center does not have any residential housing facilities.

2020-2022 yearly totals Southwest Virginia Higher Education Center

Category	Year	On campus*	Noncampus	Public property**	Total
Murder/non-negligent manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Fondling	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Motor vehicle theft	2022	0	0	0	0
	2021	0	0	1	1
	2020	0	0	0	0
Arson	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Category	Year	On campus*	Noncampus	Public property**	Total
Dating violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Domestic violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Stalking	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor law arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Liquor law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Drug abuse referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law arrests	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Weapons law referrals	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

* On campus statistics include reported incidents that occurred on or within SVHEC's on campus property, as supplied by the Virginia Highlands Community College Campus Police and the Abingdon Police Department.

** Public property includes statistics provided by the Virginia Highlands Community College Campus Police and the Abingdon Police Department.

2020-2022 Unfounded[‡] reports* (SVHEC)

2022 – There were zero unfounded offenses.

2021 – There were zero unfounded offenses.

2020 – There were zero unfounded offenses.

[‡] Unfounded incidents are those determined by a sworn law enforcement officer to be false or baseless following a full investigation, and are not included in the total count.

* Unfounded reports include all of the Clery-reportable crime and geographic categories listed in the above table.

2020-2022 Hate crimes* (SVHEC)

2022 – There were zero hate crimes reported.

2021 – There were zero hate crimes reported.

2020 – There were zero hate crimes reported.

* Clery-reportable hate crimes include the crime categories listed in the above table, as well as Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property. See Page 11 for the complete Clery-reportable hate crime definition. Hate crimes are reported for each of the Clery geographic categories included in the table above.

Fire safety



2023 Annual Fire Safety Report – Monroe Park and MCV campuses*

Fire safety systems

All residence halls are fully equipped with sprinklers with quick-response heads in accordance with NFPA 13. See the charts for specific information about each residential facility.

Fire safety education and training

Fire safety and prevention training is available for all students and residence hall staff throughout the year during orientation, university functions and special events. The fire safety and prevention training includes the procedures that students and staff should follow in the event of a fire. Throughout the year, a variety of fire and life safety education opportunities are presented to residential students. Additional training is available upon request. Resident assistants, assistant hall directors, hall directors, VCUPD and security personnel receive training every year. Every October, during National Fire Prevention Week, various safety activities are conducted. VCU also hosts an annual fire safety symposium each summer for higher education institutions throughout Virginia.

Plans for future improvements

We strive to constantly improve and expand on our in-service training sessions for all resident assistants, security staff and housing staff. This training includes basic fire safety topics and hands-on fire extinguisher training courses. VCU is currently in the process of a campus wide fire alarm system upgrade that will utilize some of the latest system technologies. This upgrade will continue over several years, and once complete, will improve the university’s communication reliability with respect to the transmission of fire alarms to the monitoring station.

The VCU Fire Safety section has a fire-prevention-through-education program that includes community outreach. Part of this effort includes a presentation to the Richmond Fire Department, intended to foster a close working relationship. Education initiatives are offered to the broader VCU community and improve safety for all. VCU Fire Safety conducts pop-up fire safety training events on both the MCV and Monroe campuses.

The inspection process is completely digital. During a safety inspection, an iPad is utilized, and all documents are sent and

**The Richmond-based VCU Monroe Park is the only VCU campus that has on-campus student housing facilities.*

recorded digitally. The fire and occupational safety inspectors are continually enrolled in new training classes to improve their knowledge on all aspects of building and occupant safety inspections in order to ensure that VCU remains a safe environment for all.

Procedures students should follow in case of a fire in a residential facility

Upon discovery of a fire, students and staff are trained to activate the fire alarm and exit the building immediately using the closest safe exit and proceed to the predetermined meeting place for that building. It is against the law to remain in a building during a nonscheduled or emergency fire alarm evacuation. Residents who do not evacuate in a timely manner or fail to adhere to instructions given by emergency personnel will be subject to disciplinary action.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify VCUPD at (804) 828-1234 (emergency).

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 VCUPD or the responding fire department of the individual's location.

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

Procedures to follow if smoke detector activation occurs in your room only

(No other alarms sounding throughout the building)

1. If an activation occurs and fire, smoke and/or a burning odor is present:
 - Leave the room closing the door behind you.
 - Pull the fire alarm pull box located at the building exits.
 - Evacuate the building.
 - Call VCUPD at (804) 828-1234 to report the fire or possible fire. Be prepared to give location, name and phone number if possible.
2. If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor:
 - Leave the room and close the door behind you.
 - Call VCUPD, (804) 828-1234, from a safe location to make a report and then meet the responding fire department in a safe location outside of your room. Note: The fire department

and VCUPD respond to all fire alarms, including single smoke-detector activation in a room, regardless of whether or not the building's fire alarm system is activated.

- If you subsequently discover evidence of fire, smoke and/or burning odor, follow the procedures outlined in Step 1.

Emergency evacuation

1. When exiting your room and the building:

- If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for the weather conditions (i.e., coat, shoes).
- If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
- Evacuate the building, if possible.
- If you are unable to evacuate, call VCUPD at (804) 828-1234 and provide your name, location and phone number.

2. Once safely outside the building:

- Move away from building and immediately report to the designated assembly area to check in with residential life staff.
- Stay clear of all emergency vehicles, and do not stand in the roadway/walkway or block emergency vehicles from getting through.

- Do not re-enter the building until you are instructed to do so by an emergency responder or residential life staff.
- Report any vandalized or disconnected smoke detectors to the residential life staff immediately.

Procedures students and employees should follow in case of a fire

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow the directions below:

1. Sound the fire alarm by activating the nearest manual pull station.
2. Move swiftly to the nearest emergency exit.
3. Once in a safe place, call VCUPD at (804) 828-1234 to report the emergency.
4. Do NOT re-enter the building for any reason until given clearance by VCUPD or other emergency responders at the scene.

Fire evacuation drills

As required by the Code of Virginia, the university schedules four fire drills per year in residence halls. One drill must take place within 10 days of the commencement of the fall semester. Then, at least one drill must take place during the hours after sunset and before sunrise.

Policies regarding electrical appliances, smoking and open flames

University policy prohibits the following in residence halls to prevent fire or the spread of fire:

- Smoking
- Electric grills
- Live Christmas trees
- Hot plates
- Electric blankets
- Extension cords
- Halogen lamps/lights
- Electric frying pans
- Open flames/candles
- Multiplug adapters
- Incense

For a complete list of prohibited items, visit housing.vcu.edu/help/resources/gtrl.

Reporting a fire

To report a fire, call VCUPD at (804) 828-1234. If a member of the VCU community finds evidence of a fire that has been extinguished and the person is not sure whether VCUPD has already responded, the community member should immediately notify VCUPD to investigate and document the incident. For more information on fire safety in residence halls, visit housing.vcu.edu/help/resources/gtrl or call VCU Fire Safety at (804) 828-0040. For information on the fire log, call (804) 828-1196 or go to <https://police.vcu.edu/facts/logs.html>. For those without internet access, there is an iPad installed at 224 E. Broad St. in the entry vestibule, and at 401 N. 12th St., Suite 2-800, on the MCV Campus that allows access to the fire log. To view all housing policies, visit housing.vcu.edu/help/resources/gtrl.



2022 statistics and information regarding fires in VCU residential facilities

VCU residence halls	Address	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	0	N/A	N/A	NA	N/A	N/A
Brandt Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Broad and Belvidere Student Apartments	700 W. Broad St.	0	N/A	N/A	N/A	N/A	N/A
Cary and Belvidere Residential College	301 W. Cary St.	0	N/A	N/A	N/A	N/A	N/A
Gladding Residence Center I, II, III	711 W. Main St.	0	N/A	N/A	N/A	N/A	N/A
Grace and Broad Residence Center	1000 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Honors College	701 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
West Grace Street Student Housing North	830 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
West Grace Street Student Housing South	835 W. Grace St.	1	1	Accidental/cooking	N/A	N/A	\$25,000-\$49,999

2021 statistics and information regarding fires in VCU residential facilities

VCU residence halls	Address	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	0	N/A	N/A	NA	N/A	N/A
Brandt Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Broad and Belvidere Student Apartments	700 W. Broad St.	2	1	Unintentional/ Cooking	0	0	\$100-\$4,999
			2	Unintentional/ Cooking	0	0	\$10,000-\$24,999
Cary and Belvidere Residential College	301 W. Cary St.	0	N/A	N/A	N/A	N/A	N/A
Gladding Residence Center I, II, III	711 W. Main St.	0	N/A	N/A	N/A	N/A	N/A
Grace and Broad Residence Center	1000 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Honors College	701 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Johnson Hall*	801 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
West Grace Street Student Housing North	830 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
West Grace Street Student Housing South	835 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A

*This residential facility closed in December 2021.

2020 statistics and information regarding fires in VCU residential facilities

VCU residence halls	Address	Total fires in each building	Fire number	Cause of fire	Number of injuries that required treatment at medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Monroe Park Campus							
Ackell Residence Center	1100 W. Broad St.	0	N/A	N/A	NA	N/A	N/A
Brandt Hall	710 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Broad and Belvidere Student Apartments	700 W. Broad St.	1	1	Unintentional/ Dryer lint	0	0	\$100-\$4,999
Cary and Belvidere Residential College	301 W. Cary St.	0	N/A	N/A	N/A	N/A	N/A
Gladding Residence Center I, II, III	711 W. Main St.	1	1	Unintentional/ Candles	0	0	\$0-\$99
Grace and Broad Residence Center	1000 W. Grace St.	1	1	Unintentional/ Cooking	0	0	\$100-\$4,999
Honors College	701 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A
Johnson Hall	801 W. Franklin St.	0	N/A	N/A	N/A	N/A	N/A
Rhoads Hall	710 W. Franklin St.	2	1	Intentional	0	0	\$0-\$99
			2	Intentional	0	0	\$0-\$99
West Grace Street Student Housing – North	830 W. Grace St.	1	1	Unintentional/ Cooking	0	0	\$100-\$4,999
West Grace Street Student Housing – South	835 W. Grace St.	0	N/A	N/A	N/A	N/A	N/A

2022 security and safety amenities in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/ placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Student Apartments	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere Residential College	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Grace and Broad Residence Center	1000 W. Grace St.	X	X	X	X	X	X	X	4
Honors College	701 W. Grace St.	X	X	X	X	X	X	X	4
Johnson Hall*	801 W. Franklin St.	X	X	X	X	X	X	X	2
Rhoads Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – North	830 W. Grace St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – South	835 W. Grace St.	X	X	X	X	X	X	X	4

*This residential facility closed in December 2021.

2021 security and safety amenities in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/ placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Student Apartments	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere Residential College	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Grace and Broad Residence Center	1000 W. Grace St.	X	X	X	X	X	X	X	4
Honors College	701 W. Grace St.	X	X	X	X	X	X	X	4
Johnson Hall*	801 W. Franklin St.	X	X	X	X	X	X	X	2
Rhoads Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – North	830 W. Grace St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – South	835 W. Grace St.	X	X	X	X	X	X	X	4

*This residential facility closed in December 2021.

2020 security and safety amenities in VCU residence facilities

VCU residence halls	Address	Sprinklers	Alarms	Pull stations	Smoke detectors	Heat detectors	Fire extinguisher devices	Evacuation plans/ placards	Number of evacuation (fire) drills each calendar year
Monroe Park Campus									
Ackell Residence Center	1100 W. Broad St.	X	X	X	X	X	X	X	4
Brandt Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
Broad and Belvidere Student Apartments	700 W. Broad St.	X	X	X	X	X	X	X	4
Cary and Belvidere Residential College	301 W. Cary St.	X	X	X	X	X	X	X	4
Gladding Residence Center I, II, III	711 W. Main St.	X	X	X	X	X	X	X	4
Grace and Broad Residence Center	1000 W. Grace St.	X	X	X	X	X	X	X	4
Honors College	701 W. Grace St.	X	X	X	X	X	X	X	4
Johnson Hall	801 W. Franklin St.	X	X	X	X	X	X	X	4
Rhoads Hall	710 W. Franklin St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – North	830 W. Grace St.	X	X	X	X	X	X	X	4
West Grace Street Student Housing – South	835 W. Grace St.	X	X	X	X	X	X	X	4



Appendix A – VCU alcohol and other drugs policy and available resources

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act Amendments of 1989 and the state policy on Alcohol and Other Drugs, VCU prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and illegal drugs on university property or as part of any university-sponsored activity. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment or expulsion from the university. In addition, to protect the safety of members of the university community, VCU may refer information related to such violation to appropriate law enforcement officials and/or require satisfactory participation in an appropriate evaluation or rehabilitation program.

All students, staff and faculty are provided the VCU Alcohol and Other Drugs policy in writing via email at least annually. All students and employees are responsible for reading the VCU Alcohol and Other Drugs policy. The policy and its procedures incorporate the legal requirements of the Virginia Department of Alcoholic Beverage Control, which requires a person to be 21 years of age to drink alcoholic beverages. It is unlawful to serve or sell alcohol to persons under age 21. The sale, possession and use of illegal drugs and controlled substances are prohibited on campus and in VCU facilities.

- **VCU Monroe Park and MCV campuses** - VCUPD officers enforce state underage drinking laws and local ordinances, and federal and state drug laws on campus
- **VCU Inova** - Fairfax County Police officers enforce all state underage drinking laws and local ordinances, and federal and state drug laws on campus
- **VCU Rice Rivers Center** - Charles City County Sheriff's Office enforces all state underage drinking laws and local ordinances, and federal and state drug laws on campus
- **Southwest Virginia Higher Education Center** - The Virginia Highlands Community College Campus Police and the Abingdon Police Department enforce state underage drinking laws and local ordinances, and federal and state drug laws on campus

Student Affairs officials will notify parents of underage students found responsible for violating alcoholic beverage and/or drug laws or policies in accord with FERPA. The policy applies to students under the age of 21 who are claimed as dependents by their parents.

For additional information, view VCU's Alcohol and Other Drugs policy at <https://vcu.public.doctract.com>



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Substance use education and recovery support

At the Monroe Park, MCV and Rice Rivers Center campuses, assessment, counseling, education and referral services are available through University Student Health Services and University Counseling Services (visit <https://counseling.vcu.edu/students/well-being-resources/substance-use> for more information). There are also several other VCU programs that provide specific types of assistance, including education, information and recovery support as discussed below.

The Health Promotion and Well-Being Center, 815 S. Cathedral Place, Richmond, VA 23230, (804) 828-WELL (9355), provides a variety of programs, including substance education and prevention. Call (804) 828-9355 for substance education or visit The Well's website at <https://recwell.vcu.edu/thrive/well-being-resources/alcohol-and-other-drug-education/> to take a free alcohol and drug self-assessment. Well staff members present in classes and residence halls, and collaborate with student organizations to conduct educational activities. Well staff also act as resources to any faculty, staff, student or family member who would like information on substance use education. VCU also has a collegiate recovery program, Rams in Recovery, to support individuals in recovery from substance use disorders. Email recovery@vcu.edu for one-on-one coaching support, group support or mutual aid support meetings.

At the VCU Inova campus, George Mason University's Counseling and Psychological Services can be contacted at (703) 993-2380 or (800) 273-TALK (24-hour hotline for non-life threatening emergencies) for assistance. GMU provides a variety of programs including difficulty with alcohol, other drugs, or food. Services are provided by a staff of professional counseling and clinical psychologists, social workers, and counselors.

Appendix B – University's response to sexual assault, domestic violence, dating violence and stalking

VCU does not discriminate in admissions, treatment, employment or access to its programs or activities on the basis of sex. VCU prohibits sexual harassment and sex-based misconduct, including sexual assault and other forms of interpersonal violence and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. VCU issues this statement of policy to inform the community of our comprehensive plan addressing sexual harassment and sex-based misconduct, educational programs and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a university official. The university has developed two policies that address sexual harassment and sex-based misconduct: (1) Title IX Sexual Harassment and (2) the Sex-Based Misconduct policies. These policies can be found in VCU's policy



library and are interrelated and must be read together.

Education and prevention programs

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:

- 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
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels

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

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct
- Provides definitions used by both the Department of Education and state law for what behavior constitutes domestic violence, dating violence, sexual assault and stalking
- Defines what behavior and actions constitute consent to sexual activity in

the commonwealth of Virginia and/or using the definition of consent found in Title IX Sexual Harassment Policy or the Sex-Based Misconduct Policy

- Provides a description of safe and positive options for bystander intervention. (Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of 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.)
- Information on risk reduction (Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence)
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act



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- Outline the procedures that VCU will follow when an incident of sexual assault, stalking, dating violence, and/or domestic violence is reported (specific procedures are addressed on 106-107)
- Outlines the rights and options/assistance for complainants (further discussed on pages 108-110)

How to be an active bystander

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.”¹ 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 list² of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

1. 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.

2. Confront people who seclude, hit on, try to make out with or have sexual contact or penetration against someone who is incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk reduction

The following risk-reduction strategies are designed to decrease perpetration and to increase empowerment in an effort to promote safety and to help individuals and communities address conditions that facilitate violence:

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.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse.



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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 cash money.
7. Avoid being 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. 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 them 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



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who is making you uncomfortable that is to blame.

judgment to be sure you both feel safe and comfortable.

- 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 makes you feel comfortable.
 - 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
18. If you drink, drink responsibly: eat a full meal before going out, have a glass of water between each drink, stick to one type of alcoholic beverage, know your limits and don't go beyond them, have a designated driver, and don't let anyone else make the decision of how much you will drink.
19. Listen carefully. Take time to hear what the other person has to say. If you feel they are not being direct or are giving you a "mixed message," ask for clarification.
20. Don't make assumptions about a person's behavior. Don't assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your room. Don't assume that if someone has had sex with you before, they are willing to do so again. Also, don't assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities. Obtain clear consent for each sexual activity.
21. Be careful in group situations; resist pressure from friends to participate in violent acts.
- Remember that even if you follow any, all, or none of the above, an assault can still occur. It is not your fault and you are not alone.

Educational programs and campaigns

The university has developed an annual educational campaign consisting of online training required for all new students and employees upon starting at VCU, and in-person training upon request or when a need is identified, which includes distribution of educational materials. In addition, information and materials are presented during new employee orientation throughout the year.

Definitions

There are numerous terms used by VCU in our policies and procedures. The terms sexual assault, domestic violence, dating violence and stalking are at times defined differently by university policy, the commonwealth of Virginia, the Department of Education and the Federal Bureau of Investigation. Students and employees reporting sexual misconduct have access to on campus administrative processes for reporting and complaint resolution as well as on and off campus criminal complaint reporting and resolution. VCU is providing definitions from these sources to assist our community in understanding how we classify sexual misconduct at VCU and how the commonwealth of Virginia and U.S. government (inclusive of the FBI and Department of Education) define sexual misconduct. Not all terms are defined by all entities. For questions regarding the definitions provided below, all persons are welcome to contact VCU's Title IX coordinator or the VCU Police Department.

Affirmative consent

Voluntary expression of willingness, permission or agreement to engage in specific sexual activity. Consent must be clear and communicated by mutually understandable words or actions which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Silence, passivity or lack of resistance do not imply consent, and relying solely on non-verbal communications may result in a violation of the policy. It is important not to make assumptions about whether a sexual partner is consenting. If confusion or ambiguity arises during sexual activity, it is essential that each participant stop and verbally clarify the other's willingness to continue.

Prior consent does not imply consent to future sexual acts; even in the context of a prior or current relationship. Consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity. Consent is often given with certain explicit or implied boundaries, such as agreeing to have sexual intercourse, but only with the use of a condom. Violating boundaries of consent by engaging in behavior beyond that which was agreed is non-consensual conduct.

A person who is in a state of incapacitation or whose agreement was made by force or threat of force cannot consent to sexual activity. The use of alcohol and/or drugs by the person initiating sexual activity is not an excuse for failing to obtain consent.



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Consent can be withdrawn at any time during a sexual encounter. An individual who seeks to withdraw consent must communicate, through clear words or actions, that they no longer wish to engage in sexual activity. Once consent is withdrawn, the sexual activity must stop immediately.

The person who initiates a sexual act is responsible for obtaining consent for that act. Consent may be ratified by word or action at some point during the sexual encounter or thereafter, but clear communication from the outset is strongly encouraged. When there is a dispute as to whether a specific sexual activity was consensual, the university will assess whether the person initiating the sexual activity, knew, or should have known, that the sexual activity was not consensual. Proof of consent or non-consent is not a burden placed on either party in an investigation and resolution under the policy. Instead, the burden remains on the university to determine whether the policy was violated.

Incapacitation

The state in which a person's perception or judgment is so impaired that they lack the cognitive capacity to make or act on conscious decisions, and, specifically, that a person lacks the ability to make an informed and rational decision about whether or not to engage in sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give affirmative consent because they are mentally or physically helpless, asleep, unconscious or unaware

that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. A person who is incapacitated cannot give affirmative consent even if they appear to be a willing participant to the sexual activity.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs or intoxication alone are insufficient to establish incapacitation. Incapacitation is a state beyond drunkenness or intoxication. In addition, an alcohol-induced "blackout" is not necessarily indicative of incapacitation. An alcohol-induced blackout is defined as amnesia for the events of any part of a drinking episode without loss of consciousness. It is characterized by memory impairment during intoxication in the relative absence of other skill deficits. It is not to be confused with "passing out." Given that individuals are conscious and can appear unimpaired during an alcohol-induced blackout, an incapacitation analysis requires evaluation of other observed signs of impairment.

The impact of alcohol and other drugs varies from person to person. It is often difficult to tell when someone has moved from being intoxicated to incapacitated. A person who themselves is under the influence of alcohol or other drugs may have difficulty assessing whether someone has progressed from intoxication to incapacitation. If there is any question or doubt as



to the level or extent of a potential sexual partner’s intoxication or impairment, the best course of action is to forgo or cease any sexual activity.

Although every individual may manifest signs of incapacitation differently, typical signs or indications that a person is incapacitated or may be approaching incapacitation include, but are not limited to:

- Slurred or incomprehensible speech
- Difficulty walking or standing
- Trouble keeping eyes open
- Combativeness or emotional volatility
- Confusion or lack of understanding
- Disorientation to place, time, events and/or location
- Vomiting
- Incontinence
- Intermittent consciousness

When evaluating affirmative consent in cases of alleged incapacitation, incapacitation can only be found when the person initiating the sexual activity knew or reasonably should have known that the other party was incapacitated when viewed from the position of a sober, reasonable person.

Force

The use of physical violence, threats, intimidation and/or coercion to cause or make a person engage in an activity that they would not have otherwise agreed to or did not want to engage in. The presence of force during sexual activity can negate indications of consent.

Physical Violence

When a person exerts control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, strangulation and brandishing or using any weapon.

Threats

Words or actions that would compel a reasonable person to engage in unwanted activity. Examples include threats to harm a person physically, to reveal private information to harm a person’s reputation or to cause a person academic or economic harm.

Intimidation

An implied threat that menaces or causes reasonable fear in another person. A person’s size, alone, does not constitute intimidation; however, a person can use their size or physical power in a manner that constitutes intimidation (for example, by blocking access to an exit). Intimidation can also occur when a person uses their real or perceived power, authority or control to pressure another person to submit to sexual activity or other unwanted conduct that they might not have agreed to engage in otherwise.

Coercion

An unreasonable amount of pressure to compel a person to take an action, make a choice or allow an act to happen that they would otherwise not choose or to which



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they would not give consent. Coercion is more than an effort to persuade, entice or attract another person to have sex. When a person makes clear that they do not want to participate in a particular form of sexual activity, that they want to stop or that they do not want to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the frequency of the application of the pressure, the intensity of the pressure, the degree of isolation of the person being pressured and the duration of the pressure are all relevant factors.

Prohibited conduct

In accordance with its prohibition against sex discrimination, including sexual assault, domestic violence, dating violence and stalking, VCU's Title IX Sexual Harassment (Title IX) and Sex-Based Misconduct (University) Policies define the following as prohibited conduct:

Sexual Assault

An offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting (UCR) system of the Federal Bureau of Investigation (FBI). A forcible sex offense is any sexual act directed against another person, without the consent of the complainant, including instances in which the complainant is incapable of giving consent. Rape and fondling are both forcible sex offenses. A nonforcible sex offense is unlawful, nonforcible sexual intercourse, specifically, incest and statutory rape.

The FBI's UCR system further defines the following:

- Rape 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.
- 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 in which the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence

Physical or sexual violence (or threats thereof) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the complainant's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of the



interaction between the person involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

Physical or sexual violence (or threats thereof) committed by: (i) a current or former spouse or intimate partner of the complainant; (ii) a person with whom the complainant shares a child in common; (iii) a person who is cohabitating with, or who has cohabitated with, the complainant as a spouse or intimate partner; (iv) a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Virginia; or (v) any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family laws of Virginia. Individuals are not covered within the scope of this definition solely by virtue of their status as a roommate or former roommate in university housing or as a co-tenant or former co-tenant in an off-campus residence shared with other students.

Stalking

Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purpose of this definition:

- "Course of conduct" means two or more acts, including, but not limited

to, acts in which the respondent 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 complainant
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

Sexual Harassment (Title IX)

For the purpose of Title IX and this policy, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the university's education programs or activities; and/or,
- Sexual assault, dating violence, domestic violence or stalking.



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Whether conduct is unwelcome is subjective and determined by the complainant's statements. Severity, pervasiveness and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged conduct occurred and any similar, previous patterns of conduct.

Sexual harassment can occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression. Sexual harassment can include things such as jokes, slurs, epithets, name-calling, threats, intimidation, ridicule, mockery, insults, put-downs, unwanted touching, offensive objects or pictures or other offensive conduct.

Sexual Harassment (University)

Conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome verbal or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education programs and activities or the individual's employment;
- Unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature by an individual not employed by the university

in which submission to or rejection of such conduct is either an explicit or implicit term or condition of an individual's employment or advancement in employment, academic work or advancement in an academic program, or basis for participation in any aspect of a VCU program or activity or decisions affecting the individual; and/or

- Sexual assault, dating violence, domestic violence or stalking.

Whether conduct is unwelcome is subjective and determined by the complainant's statements. Severity, persistence or pervasiveness and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged conduct occurred and any similar, previous patterns of conduct.

Sexual harassment can occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression. Sexual harassment may include conduct involving jokes, slurs, epithets, name-calling, threats, intimidation, ridicule, mockery, insults, put-downs, unwanted touching, offensive objects or pictures or other offensive conduct.

Sexual Exploitation (University)

Taking non-consensual sexual advantage of another person, excluding behavior that constitutes one of the other forms of sex-based misconduct. Examples include, but are not limited to all of the following:



- Causing or attempting to cause incapacitation (through alcohol, drugs or any other means) for the purpose of compromising another person’s ability to give affirmative consent to sexual activity;
- Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means without the consent of all participants engaging in the sexual activity (e.g., Skype or live streaming of images);
- Engaging in voyeurism (e.g., watching private sexual activity without the consent of all participants or viewing another person’s private body parts in a place where that person would have a reasonable expectation of privacy);
- Recording or photographing private sexual activity and/or a person’s private body parts;
- Disseminating or posting images of private sexual activity and/or a person’s private body parts;
- Utilizing Artificial Intelligence technology to create, distort, or disseminate images of private sexual activity or a person’s private body parts;
- Prostituting another person; or,
- Engaging in indecent exposure (e.g., intentionally exposing one’s private body parts to someone without their consent or engaging in sexual activity in public and witnessed by a non-consenting person).

Retaliation

Any materially adverse action taken against an individual or group of individuals for reporting an alleged violation of the policy, filing a formal complaint, filing an external complaint, participating or refusing to participate in an investigation or grievance process, opposing in a reasonable manner an action believed to constitute a violation of the policy, or assisting in any manner in an investigation and grievance process. Retaliation includes intimidation, threats, coercion, harassment, discrimination, or any other conduct against any individuals for the purpose of interfering with any right or privilege secured by Title IX or this policy, meaning activity that would discourage a reasonable person from engaging in activity protected under the policy. For the purposes of this definition, “materially adverse action” entails actions that have an adverse effect on the working, academic or VCU-controlled living environment of an individual or actions that hinder or prevent the individual from effectively carrying out their VCU responsibilities.

An allegation of retaliation will be viewed as a separate offense, meaning that a respondent may be found responsible for retaliation even if not found responsible for the underlying allegation of prohibited conduct.

Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct. In addition, the exercise of rights protected under the First



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Amendment does not constitute retaliation.

The university retains the discretion to address complaints of retaliation through the Preventing and Responding to Discrimination Policy or through a Student Conduct process or Human Resource process. The Title IX coordinator, in consultation with Student Affairs, Human Resources and/or the Office of the Provost will have the discretion to decide what process will be utilized to address incidents of retaliation.

Conduct that violates VCU's Title IX Sexual Harassment Policy and/or VCU's Sex-Based Misconduct Policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. The Commonwealth of Virginia criminalizes some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking and Assault. The criminal statutes that may apply in cases of Assault and Intimate Partner Violence are found in various sections of Chapter 4, Articles 1 (Homicide) and 4 (Assault and Bodily Wounding), of Title 18.2 of the Code of Virginia. The following compilation of Virginia criminal statutes is not exhaustive, but is offered to notify the university community that some forms of "Prohibited Conduct" covered under VCU's Title IX Sexual Harassment Policy and/or the Sex-Based Misconduct Policy may also constitute crimes under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any

sanctions issued pursuant to VCU policies.

The criminal statutes relating to Sexual Assault are found in the Code of Virginia §§ 18.2-61 through 18.2-67.10. The Code of Virginia § 18.2-61 states "if any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished (i) against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or (ii) through the use of the complaining witness's mental incapacity or physical helplessness; or (iii) with a child under age 13 as the victim, he or she shall be guilty of rape."

The Code of Virginia does not define Consent; however, the definition for rape in § 18.2-61 describes the concept of unwillingness in the context of rape, and § 18.2-67.1 describes "mental incapacity" and "physical helplessness" in the context of sexual violence.

The Code of Virginia does not define Dating Violence; however, "Sexual Violence" is defined in § 23.1-806 as "physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent."

Although the Code of Virginia does not specifically define "Domestic Violence," § 16.1-228 defines "Family Abuse" as "any act involving violence, force, or threat that



results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury." The Code further defines "Family or Household Member" (§ 16.1-228) as "(i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether or not he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person, (v) any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person."

Stalking is described in the Code of Virginia

§ 18.2-60.3 as on more than one occasion engaging in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member. If the person contacts or follows or attempts to contact or follow the person at whom the conduct is directed after being given actual notice that the person does not want to be contacted or followed, such actions shall be prima facie evidence that the person intended to place that other person, or reasonably should have known that the other person was placed, in reasonable fear of death, criminal sexual assault, or bodily injury to himself or a family or household member. The Code of Virginia § 18.2-386.1 and § 18.2-386.2 provide for criminal penalties in some cases of Sexual Exploitation.

Procedures for reporting a complaint

The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including, but not limited to, informing individuals in writing about their right to file criminal charges. Upon receiving a complaint, the university also provides written notification to students and employees about the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student



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financial aid assistance and other services on and/or off campus; and options for, and available assistance in preventing contact between a complainant and a respondent through changes in academic, living, transportation and working situations if requested by the complainant and if reasonably available. These options are available regardless of whether the complainant chooses to report the crime to the VCUPD or another appropriate law enforcement agency with jurisdiction of that location.

To report an allegation of sexual assault, dating violence, domestic violence, stalking, sexual harassment or sexual exploitation ("Prohibited Conduct" under VCU policies), students, employees or third parties should contact VCU's Title IX coordinator or one of the deputy Title IX coordinators referenced below, use the online form listed below or contact the VCUPD or other appropriate law enforcement agency with jurisdiction of that location, if the complainant so chooses.

Title IX coordinator

Malorie Yeaman
(804) 828-1347
titleix@vcu.edu

Deputy Title IX coordinator for athletics

Sofia A. Hiort-Wright
(804) 828-2184
shiort@vcu.edu

Deputy Title IX coordinator for employees

Ishneila Moore
804-539-6253
imoore2@vcu.edu

Deputy Title IX coordinator for students

Charles Klink, Ph.D.
804-828-1244
cjklink@vcu.edu

The **Title IX and Sex-Based Misconduct Reporting form**, the university's form for online reporting, can be found through Institutional Equity, Effectiveness and Success at https://cm.maxient.com/reportingform.php?VirginiaCommonwealthUniv&layout_id=5.

After an incident of sexual assault and/or domestic violence or dating violence, the complainant should consider seeking medical attention as soon as possible at the nearest medical facility:

- **Richmond area** - VCU Medical Center, St. Mary's Hospital or other proximate facility
- **VCU Inova** - Fairfax Medical Campus, George Washington University Hospital or other proximate facility
- **Southwest Virginia Higher Education Center** - Johnston Memorial Hospital in Abingdon, Virginia, or other proximate facility



It is important that a complainant of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours, so any evidence may be preserved that may assist in proving the alleged criminal offense occurred, is occurring or may be helpful in obtaining a protective order. If clothes are changed, all clothing worn at the time of the attack should be placed in a paper, not plastic, bag. For more information on evidence collection procedures, please see [Appendix E](#). In circumstances of sexual assault, if complainants do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Complainants of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university investigators or police.

The university strongly encourages all members of its community to report violations of the Title IX Sexual Harassment and the Sex-Based Misconduct policies, and/or criminal laws to law enforcement and the Title IX coordinator. The university will assist any complainant with notifying local police if they choose to make a report. As required by state law, the university will conduct a review of reports of sexual violence to determine whether, for health

or safety reasons and/or if the report would constitute a felony, to report to law enforcement and the Commonwealth’s Attorney. When such reports will be made, the university Title IX coordinator will advise the complainant. Complainants have the right to decline involvement with the police and the university’s Title IX or Sex-Based Misconduct process.

In Richmond, VCUPD has jurisdiction to investigate incidents of sexual assault, domestic violence, sexual exploitation, stalking and dating violence in VCU-owned or VCU-controlled property. The Richmond Police Department also responds to calls for the above referenced offenses that occur outside of the VCUPD’s jurisdiction, but within Richmond’s city limits. Both agencies work cooperatively to assist complainants and investigate offenses as needed. The Richmond Police Department may be reached directly by calling (804) 646-5100 or in person at 200 W. Grace St., Richmond, VA 23220. Additional information about the Richmond Police Department may be found online at <https://www.rva.gov/police>.

In Fairfax, the Fairfax County Police Department is the law enforcement agency with jurisdiction at VCU Inova and is the primary law enforcement agency to investigate incidents of sexual assault, sexual exploitation, domestic violence, stalking and dating violence. Both Fairfax County Police and VCU work cooperatively to assist complainants and investigate offenses as needed. The



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Fairfax County Police Department may be reached directly by calling (703) 691-2131 or in-person at 12099 Government Center Pkwy., Fairfax, VA 22035. Additional information about the Fairfax County Police Department may be found online at <https://www.fairfaxcounty.gov/police/fairfax-county-police-department>.

In Charles City, the Charles City County Sheriff's Office is the law enforcement agency with jurisdiction at VCU Rice Rivers Center and is the primary law enforcement agency to investigate incidents of sexual assault, sexual exploitation, domestic violence, stalking and dating violence. Both Charles City County Sheriff's Office and VCU work cooperatively to assist complainants and investigate offenses as needed. The Charles City County Sheriff's Office may be reached directly by calling (804) 829-9265 or in-person at 10780 Courthouse Rd., Charles City, VA 23030.

In Abingdon, the Abingdon Police Department is the law enforcement agency with jurisdiction at the Southwest Virginia Higher Education Center and is the primary law enforcement agency to investigate incidents of sexual assault, sexual exploitation, domestic violence, stalking and dating violence. Both the Abingdon Police Department and VCU work cooperatively to assist complainants and investigate offenses as needed.

The Abingdon Police Department may be reached directly by calling (276) 628-3111 or in person at 425 W. Main St., Abingdon, VA 24210.

The university will identify resources, on campus, off campus or both, to include medical and health resources, to persons who have been complainants of sexual assault, sexual exploitation, domestic violence, dating violence and stalking and will apply appropriate disciplinary procedures to those who violate VCU's policies.

The university follows the procedures set forth below to provide a prompt, fair and impartial process for reports of sexual assault, domestic or dating violence, sexual exploitation and stalking. Key elements of the university's program include imposition of appropriate sanctions when violations of policy are proven, and confidentiality and fairness consistent with applicable legal requirements. The standard of proof used by the university for administrative proceedings is a preponderance of the evidence, meaning it is more likely than not that the policy was violated. The criminal justice system uses a higher standard — beyond a reasonable doubt.



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Incident being reported:	Procedures VCU will follow:
Sexual assault, stalking, dating violence and/or domestic violence; sexual exploitation	1. Depending on when reported (immediate vs. delayed report), VCU administrators will provide the complainant with access to medical or counseling care, or other immediate resources. 2. University will assess the immediate safety needs of the complainant. 3. University will assist the complainant with contacting the VCU Police Department and/or local police if complainant requests. The complainant will be provided with contact information for the local police department. 4. As required by state law, the university will conduct a review of reports of sexual violence to determine whether, for health or safety reasons and/or if the report would constitute a felony, to report to law enforcement and the Commonwealth's Attorney. When such reports will be made, the university Title IX coordinator will advise the complainant. 5. University will provide each party with referrals to on- and off-campus resources, as required. 6. University will assess the need to implement interim or long-term protective measures, such as housing changes, change in class schedule, behavior "No contact" directive between both parties. 7. University will provide a "No contact" and/or a "No trespass" directive, etc., if deemed appropriate. 8. University will provide written instructions on how to apply for a protective order in the commonwealth of Virginia. 9. University will provide a written explanation of rights and options. 10. University will provide a copy of the appropriate policy to each party and inform them regarding time frames for inquiry, investigation and resolution. 11. University will provide each party with the same opportunity during the investigation to be heard, to submit evidence and to identify witnesses who may have relevant information. Each party also has the right to be accompanied by an adviser of their respective choosing at any stage of the investigation and any subsequent proceedings. 12. University will keep each party informed of the status of an ongoing administrative investigation and the outcome. 13. University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for participating in an investigation.



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Assistance for complainants: Rights and 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, upon receiving a report, the university will assist complainants of sexual assault, sexual exploitation, 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, as well as an explanation of the procedures for institutional disciplinary action

The university complies with commonwealth of Virginia law in recognizing orders of protection and requests that

any person who obtains an order of protection from Virginia or any other U.S. state should provide a copy to the VCUPD.

A complainant may then meet with campus police to develop a safety action plan, which is a plan for campus police and the complainant to reduce the 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, etc. The university cannot apply for a legal order of protection (no contact directive or restraining order) for a complainant from the applicable jurisdiction(s). The complainant is required to apply directly for these services.

For detailed information regarding protective orders in Virginia, please see [Appendix D](#). The university may issue an institutional no contact order if deemed appropriate or at the request of the complainant or respondent. Violation of a no contact directive is a separate offense of misconduct. Upon the complainant's request, and to the extent of the complainant's cooperation, university offices will work cooperatively to assist the complainant with their health, physical safety, work and academic status. Options for and assistance with reasonably available changes to academic, living, working or transportation situations, regardless of whether



the complainant chooses to report the crime to campus police or local law enforcement, will be offered in writing. A potential change to the academic situation may be to transfer to a different section of a class. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing work hours. Possible changes in transportation may include having the complainant/respondent park in a different location, assisting the complainant/respondent with a safety escort, etc. To the extent possible, VCU will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, except as otherwise required by law, personally identifiable information about the complainant will be treated as confidential and only shared with those who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. All publicly available record keeping will be made without inclusion of identifying information about the complainant, which includes any required Clery Act reporting and disclosures, as defined in 42 USC 1395 (a) (20). Under Virginia Code § 23.1-806, the university is required to report information about certain allegations of prohibited conduct to the law enforcement agencies and the

prosecuting authorities who would be responsible, respectively, for investigation and prosecuting such allegations. Further, 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.

To request changes to academic, living, transportation and/or working situations or protective measures, student complainants should contact the Title IX coordinator at (804) 828-1347. University Counseling Services, (804) 828-6200 (available 24/7), may provide further assistance in making requests. Employee complainants should contact the Title IX coordinator at (804) 828-1347.

Factors that may be considered in providing supportive measures following an allegation include, but are not limited to, the following: the specific need expressed by the complainant; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged respondent share the same residence hall, dining hall, class, transportation or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protective orders).

The university does not publish the name of crime complainants, nor house identifiable information regarding complainants in the Daily Crime Log or online. Complainants may request that directory

information on file be removed from public sources. The university will assist the student or employee with changing directory information as requested.

Resources for complainants of domestic violence, dating violence, sexual assault, sexual exploitation and stalking

Richmond on-campus resources

Resource	Address/ Location on campus	Phone number
University Counseling Services (Monroe Park Campus)	University Student Commons, Room 238, 907 Floyd Ave.	(804) 828-6200 (24-hour crisis line)
University Counseling Services (MCV Campus)	VMI Building, Room 412, 1000 E. Marshall St.	(804) 828-3964
University Student Health Services (Monroe Park Campus)	1300 W. Broad St., Suite 2200	(804) 828-8828
University Student Health Services (MCV Campus)	1000 E. Marshall St., Room 305	(804) 828-9220
VCU Police Department	224 E. Broad St.	(804) 828-1234 (emergency) (804) 828-1196 (nonemergency)
Equity and Access Services	Grace Street Center 912 W. Grace St., Second Floor	(804) 828-1347/ TDD: (804) 828-1420
University Title IX coordinator	Grace Street Center 912 W. Grace St., Second Floor	(804) 828-1347/ TDD: (804) 828-1420
Deputy Title IX coordinator for Athletics	Siegel Center, 1200 W. Broad St.	(804) 828-2184
Survivor Support Services	907 Floyd Ave., Room 238	(804) 828-6200 myoptions@vcu.edu
Interfaith Campus Ministries Association	Sitterding House, 901 Floyd Ave.	(804) 828-1244
Office of Multicultural Student Affairs	University Student Commons, Room 215, 907 Floyd Ave.	(804) 828-6672



Richmond on-campus resources

Resource	Address/ Location on campus	Phone number
Office of Student Conduct and Academic Integrity	809 W. Broad St., Second Floor	(804) 828-1963
Office of Financial Aid	Harris Hall, First Floor, 1015 Floyd Ave.	(804) 828-6669
Visa and Immigration Assistance	Global Education Office, 912 W. Grace St., Fourth Fl.	(804) 828-0595

Richmond off-campus resources

Resource	Address	Phone number
City of Richmond Police Department	200 W. Grace St., Richmond, VA 23220	911 (emergency) (804) 646-5100 (nonemergency)
VCU Medical Center, Emergency Department (Health)	1213 E. Clay St., Richmond, VA 23298	(804) 828-5250
St. Mary's Hospital (Health)	5801 Bremon Road, Richmond, VA 23226	(804) 281-8184 (emergency department) (804) 281-8574 (forensic nursing)
YWCA Richmond (sexual assault and domestic violence) (Free counseling, case management, advocacy, hospital accompaniment)	6 N. 5th St., Richmond, VA 23219	(804) 612-6126 (crisis) (804) 643-6761 (office)
Safe Harbor	P.O. Box 17996, Richmond, VA 23226	(804) 249-9470
Hanover Safe Place	629A N. Washington Hwy., Ashland, VA 23005	(804) 752-2702
Health Brigade	1010 N. Thompson St., Richmond, VA 23230	(804) 358-6343
Planned Parenthood	201 N. Hamilton St., Richmond, VA 23221 1122 N. 25th St., Richmond, VA 23223	(804) 355-4358 (804) 508-6045
Richmond Magistrate's Office (Emergency protective orders)	1701 Fairfield Way, Richmond, VA 23223	(804) 646-6689

Richmond off-campus resources

Resource	Address	Phone number
Richmond General District Courthouse (Protective orders)	400 N. 9th St., Room 203 Richmond, VA 23219	(804) 646-6461
Richmond Juvenile and Domestic Relations Courthouse (Protective orders)	1600 Oliver Hill Way, Richmond, VA 23219-1214	(804) 646-2942
Richmond City Victim-Witness Services (Victim services)	800 E. Marshall St., Richmond, VA 23219	(804) 646-7665
Commonwealth's Attorney	400 N. 9th St. Richmond, VA 23219	(804) 646-3500
Virginia Anti-Violence Project (VAVP)	2311 Westwood Ave. Richmond, VA 23230	(804) 925-9242
LGBTQ Partner Abuse & Sexual Assault Helpline	n/a	(866) 356-6998 (24-hour crisis line)

Fairfax area resources

Resource	Address	Phone number
Fairfax County Police Department	12099 Government Center Pkwy., Fairfax, VA 22035	911 (emergency) (703) 691-2131 (nonemergency)
George Mason University Counseling and Psychological Services	Fairfax Campus Student Union Building I, Room 3129, Fairfax, VA 22030	(703) 527-4077 (crisis link) (703) 993-2380 (nonemergency)
Virginia Hospital Center	1701 N. George Mason Dr., Arlington, VA 22205	(703) 558-6168 (emergency department)
YWCA (Rape Crisis Center) (Counseling/Mental Health/Advocacy)	2303 14th St. NW, Suite 100, Washington, D.C. 20009	(202) 626-0700 (office)
Commonwealth's Attorney	4110 Chain Bridge Rd., Fairfax, VA 22030	(703) 246-2776

Charles City area resources

Resource	Address	Phone number
Project Hope at Quin Rivers, Inc.	7911 Courthouse Circle, Suite 300, New Kent, VA 23124	Office: (804) 966-8720 24-hour hotline: (877) 966-4357
Commonwealth's Attorney	10780 Courthouse Rd., Charles City, VA 23030	(804) 652-2178

Abingdon area resources

Resource	Address	Phone number
Johnston Memorial Hospital	16000 Johnston Memorial Dr., Abingdon, VA 24211	(276) 258-1000
Abuse Alternatives	195 Park St. SE, Abingdon, VA 24210	(800) 987-6499
Highlands Community Services	610 Campus Dr., Abingdon, VA 24210	(276) 525-1550 24-hour hotline: (866) 589-0269
Commonwealth's Attorney	165 E. Valley St., Abingdon, VA 24210	(276) 676-6291

Statewide resources

Resource	Address	Phone number
Virginia Sexual and Domestic Violence Action Alliance	1118 W. Main St., Richmond, VA 23220	(804) 377-0335 24-hour hotline: (800) 838-8238
State Employee Assistance Program (Health)	n/a	(888) 238-6232
Central Virginia Legal Aid Society (Legal assistance)	101 W. Broad St., Suite 101, Richmond, VA 23220	(804) 648-1012 Toll free: (800) 868-1012

National resources

Resource	Address	Phone number
Department of Education-Office for Civil Rights	400 Maryland Ave. SW, Washington, D.C. 20202-1100	(800) 421-3481
Community United Against Violence (LGBTQ)	427 S. Van Ness Ave., San Francisco, CA 94103	(415) 777-5500
Visa and Immigration Assistance	U.S. State Department, 2201 C St. NW, Washington, D.C. 20520	(202) 647-4000

Other resources available to persons reporting sexual assault, sexual exploitation, domestic violence, dating violence, or stalking, include:

- <http://ywcarichmond.org/resources> Greater Richmond Regional Hotline (804) 612-6126
- <http://ywcarichmond.org> YWCA of Richmond, VA
- <https://www.victimsofcrime.org> National Center for Victims of Crime
- <https://www.ywcanca.org> YWCA National Capital Area



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- <https://www.saracville.org> Sexual Assault Resource Agency (SARA) 24-hour hotline (434) 977-7273
- <https://www.shelterforhelpinemergency.org> Shelter for Help in Emergency (SHE) hotline (434) 293-8509
- <https://www.ywcatnva.org> YWCA in Bristol
- <https://www.rainn.org> Rape, Abuse and Incest National Network
- <https://www.justice.gov/ovw/sexual-assault> U.S. Department of Justice
- <https://www2.ed.gov/about/offices/list/ocr/index.html> U.S. Department of Education, Office for Civil Rights

Survivors of sexual assault and other forms of sexual misconduct or interpersonal violence react to their experiences in different ways. There are feelings and experiences that are common for many survivors, while others may be specific to the given circumstances. A survivor may:

- Feel a loss of control
- Feel a sense of shock and disbelief, numbness and difficulty concentrating
- Go through a period of acting as if nothing happened (after the initial shock is over)
- Be fearful and feel unsafe
- Have flashbacks and/or nightmares

If you have not experienced any of these, it does not mean there is something wrong with how you are healing from the assault. The feelings you experience are part of the healing process.

Responding to someone who has been sexually assaulted:

- Believe them
- Allow them to make choices on their own and heal at their own pace
- Listen and reassure them that it is not their fault
- Refer them to the resources contained in this document

If you would like more suggestions on how to help someone who has experienced violence, visit University Counseling Services' website at <https://counseling.vcu.edu/students/well-being-resources/survivors>.

Adjudication of violations

Whether or not criminal charges are filed, the university or a person may file a complaint under applicable VCU policies. The Title IX office is the university office responsible for investigating administrative complaints of sexual misconduct.

Reports of all domestic violence, dating violence, sexual assault, sexual exploitation and stalking made to VCUPD will automatically be referred to the Title IX coordinator for assessment regardless of whether the complainant chooses to pursue criminal charges.

University complaint resolution process

The university has developed two policies that address sexual harassment and sex-based misconduct: (1) Title IX



Sexual Harassment and (2) the Sex-Based Misconduct policies. These policies are interrelated and must be read together. The Title IX Sexual Harassment Policy applies to incidents involving complainants who were participating in or attempting to participate in a VCU education program or activity and experienced Title IX sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking that occurred in the United States and (i) on campus; (ii) in any off-campus building owned or controlled by a student organization officially recognized by VCU; or (iii) in a VCU education program or activity off-campus, over which the university exercised substantial control over both the respondent and the context in which the incident occurred. The Sex-Based Misconduct Policy applies to sex-based misconduct that does not fall under the scope of the Title IX Sexual Harassment Policy, including university sexual harassment and sexual exploitation, as well as incidents of sexual assault, domestic violence, dating violence and stalking that do not meet the jurisdictional requirements of the Title IX Sexual Harassment Policy. The resolution procedures established in the university's policies and outlined in further detail below provide a prompt, thorough, fair and impartial process conducted in a manner that is transparent to the parties. Both of these university policies apply to all members of the VCU community, including employees, students, officially recognized student organizations and third parties.

Both policies provide that:

- The complainant and the respondent will have timely notice for meetings.
- The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal resolution processes and hearings.
- Officials who have a conflict of interest or bias for or against the complainant or respondent will not conduct disciplinary procedures.
- Both the complainant and the respondent have the right to be accompanied by an adviser of their choosing.
- The complainant and respondent will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding.
- As noted under the following procedures, Requests for Appeal may be made by either party as outlined under section (19)(c) of the respective policies. Additionally, nothing in the policies abrogates post-adjudication rights as provided by state and federal law (i.e., State Grievance Procedure, the Office for Civil Rights, and/or the Equal Opportunity Employment Commission).

Investigators and Hearing Panel members are appointed by the Title IX coordinator. The Title IX coordinator, investigators, decision-makers, and any person who facilitates



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an informal resolution process receives annual training on issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

These procedures offer two forms of resolution of reports made under the applicable policies, informal resolution, which includes a variety of informal options and channels for resolving complaints, and formal grievance resolution, which involves investigation, review and sanction, if applicable, by a hearing panel, as outlined below. For a more detailed explanation of the complaint resolution procedures, please review the policies on the following website: <https://vcu.public.doctract.com>.

Expectations

The parties will have an equal opportunity to the following:

- Be heard
- Submit information and corroborating evidence
- Identify witnesses who may have relevant information
- Submit questions that they believe should be directed by the investigator to each other or to any witness
- Meet separately with the investigator
- Be accompanied by an adviser of their choosing

Anyone participating in the administrative process is required to:

- Preserve evidence
- Provide truthful information
- Act in good faith
- Respect any interim measures
- Ensure their actions could not be reasonably interpreted as retaliation

Informal resolution procedures

Informal resolution resolves a formal complaint by the parties reaching a mutually agreed upon resolution that does not involve a full investigation and adjudication. Informal resolution is voluntary and the university will not compel a complainant or a respondent to engage in this resolution option. Informal resolution is not appropriate in all cases, and the Title IX coordinator has the discretion to determine whether a matter is appropriate for informal resolution and to determine the method of informal resolution that may be appropriate in a specific case. Any informal resolution must adequately address the concerns of the complainant and the respondent, as well as the overall interest of the university in stopping, remedying and preventing the misconduct. Informal resolution is not available to resolve allegations that an employee sexually harassed a student. Methods of informal resolution may include, but are not limited to: conflict resolution, mediation, restorative justice, facilitated conversations, counseling, training and/or educational conversations or projects.

Initiation of Informal Resolution

To initiate the informal resolution process, a complainant needs to submit a formal complaint and communicate their preference to resolve the matter informally to the Title IX coordinator. A



respondent who wishes to initiate the informal resolution process should contact the Title IX coordinator. Following a request by a party for informal resolution, the Title IX coordinator will provide the parties a written notice disclosing: (i) the allegations in the formal complaint; (ii) the requirements of the process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; (iii) the rights of the parties to withdraw from the informal resolution process and proceed to and/or resume the grievance process; and (iv) any consequences resulting from participating in the informal resolution process, including the records that will be maintained and shared. The Title IX coordinator will obtain voluntary, written confirmation from the parties that they wish to resolve the formal complaint through informal resolution before proceeding.

Informal Resolution Facilitator

Upon obtaining written consent from the parties to engage in informal resolution and the Title IX coordinator has determined that informal resolution is appropriate, the Title IX coordinator will appoint a trained person, from inside or outside the university, to facilitate the informal resolution process. All appointed facilitators will be free from bias and any actual conflict of interest.

Disclosure of Information

Where the complainant or respondent withdraws from informal resolution, informal resolution is otherwise terminated for any

reason or an informal resolution agreement is breached by either party, any statements or disclosures made by the parties during the course of informal resolution cannot be used in the grievance process without written consent of the parties. Likewise, the informal resolution facilitator may not serve as a witness in a hearing unless the parties provide written consent to such participation.

Outcome

Any agreement reached during informal resolution must be approved by the Title IX coordinator. If the parties reach an agreement that is approved by the Title IX coordinator, the formal complaint is considered resolved and the matter will be closed by the Title IX coordinator, with both parties receiving simultaneous written notification of the final outcome. Failure to abide by a resolution agreement that is reached by the parties at the conclusion of the informal resolution process may result in recommencement of the grievance process and/or disciplinary action. If no agreement is reached, the formal complaint will be referred back to the Title IX coordinator for further action. The outcome of formal complaints resolved by informal resolution is not appealable.

Time Frame for Completing Formal Resolution

The time frame for completing informal resolution may vary, but the university will seek to complete the process within thirty (30) business days of a party's

request for informal resolution. The parties will be notified in writing.

Formal grievance procedures under the Title IX Sexual Harassment Policy

Investigation Steps

- Notification in writing to the parties of the commencement of an investigation
- Interviews of the parties and witnesses and gathering of relevant information
- Inspection and review of evidence and the preliminary investigation report
- Additional investigation as necessary
- The investigator will prepare a final investigation report that fairly summarizes the relevant evidence, including relevant elements of the parties' responses to the preliminary investigation report and evidence inspection and review. The final investigation report will not include findings of whether the conduct occurred as alleged and whether a policy violation occurred. These determinations will be made at a hearing.
- The investigator will share the final investigation report with the Title IX coordinator who will send the final investigation report and exhibits to the parties and their advisers, if any, in an electronic format or hard copy, at least ten (10) business days prior to the hearing.

Hearing Panel

The Title IX coordinator will appoint a standing pool of individuals who can serve as hearing panel members. The pool shall include trained members of the university community and also may include external professionals with appropriate experience and training at the Title IX coordinator's discretion. All individuals appointed to the hearing panel pool shall receive training in accordance with Section 21 of the Title IX Sexual Harassment Policy. No less than ten (10) business days prior to the hearing, the Hearing Officer will send written notice of the hearing to the parties.

The parties, their advisers, may be present throughout the entire hearing, excluding deliberations. Anyone appearing at the hearing to provide information will respond to questions on their own behalf. Cross-examination of the complainant, the respondent, and any witnesses shall not be conducted by the opposing party and must be conducted by their adviser. Absent good cause shown, a party may not present a witness at a hearing who was not interviewed during the investigation. In reaching its determination, the hearing panel may consider relevant statements made by a party or a witness, even if that individual declines to participate in the hearing or to submit to cross-examination, in whole or in part. The hearing panel may not draw any inference about the determination regarding responsibility based solely on a party or a witness declining to attend the hearing or to respond to cross-examination questions.



Hearing Determination

The hearing panel will deliberate in private to determine whether the conduct occurred as alleged and whether the respondent violated the policy. The hearing panel shall reach its decision by majority vote using the preponderance of the evidence standard. The vote of each hearing panel member will not be shared with the parties.

When a hearing panel determines that the respondent is responsible for a violation of the policy, the panel will determine the appropriate sanctions, in accordance with Section 16 of the Title IX Sexual Harassment Policy. As part of its deliberations, the panel shall receive the respondent’s prior conduct record/personnel actions (if any) and the parties’ impact and mitigation statements. The appropriateness of any particular sanction is reviewed on an individual basis based on the unique facts and circumstances of the case. The panel will determine sanctions by a majority vote. The vote of each hearing panel member will not be shared with the parties.

The Hearing Officer will provide the panel’s written determination to the parties simultaneously within ten (10) business days of the hearing, which will include the procedures and permissible bases for appeal. In the event of delay or extension of this time frame, the Hearing Officer will provide written notice to the parties of the delay or extension and the reason(s). The Title IX coordinator is responsible for effective

implementation of any remedies and will be provided the written determination by the Hearing Officer for such purpose.

The determination regarding responsibility becomes final either on the date the Appellate Officer provides the parties with a written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The university will make a good faith effort to complete the grievance process within 90-120 business day time period, including appeal. This time frame may be temporarily delayed or extended for good cause, with written notice to the complainant and the respondent of the delay or extension and the reasons for the action.

Formal grievance procedures under the Sex-Based Misconduct Policy

Investigation Steps

1. Notification in writing to the parties of the commencement of an investigation
2. Interviews of the parties and witnesses and gathering of relevant information
3. Inspection and review of evidence and the preliminary investigation report
4. Additional investigation as necessary
5. Notification in writing to the parties

of the completion and availability of the final investigation report

6. Notice of investigative finding and an opportunity to accept or contest the findings

Recommended finding of no responsibility

- If the complainant accepts the investigator's finding(s) or does not submit a response within five (5) business days of receipt of the Notice of Investigative Finding, the formal complaint will be considered resolved and the case closed and documented in accordance with applicable university policies.
- If the complainant contests one or more of the investigator's finding(s), the complainant shall submit a written statement explaining the reasons for contesting and how the grounds to contest as detailed in Section 15(I)(i) of the Sex-Based Misconduct Policy are met. The Title IX coordinator will ensure that the respondent has an opportunity to review and respond in writing to any such statement within five (5) business days. The Title IX coordinator shall review these statements and may return the case for additional investigation or refer the case to the Hearing Panel for further proceedings as outlined below.

Recommended finding of responsibility

- If the respondent accepts the investigator's finding(s) or does not submit a response within five (5) business days of receipt of the Notice of Investigative Finding, the Title IX coordinator will refer the case for an administrative resolution on sanctions. In an administrative resolution on sanctions, the complainant, respondent, the Title IX coordinator, the Senior Vice Provost for Student Affairs or the responsible senior management executive (in the case of employees) will attempt to agree upon an appropriate sanction. If an agreement on sanctions is not reached, the Title IX coordinator will refer the case for a hearing solely on the issue of sanctions.
- If the respondent contests one or more of the investigator's finding(s), the respondent shall submit a written statement explaining the reasons for contesting and how the grounds to contest as detailed in Section 15(I)(i) of the Sex-Based Misconduct Policy are met. The Title IX coordinator will ensure that the complainant has an opportunity to review and respond in writing to any such statement within five (5) business days. The Title IX coordinator shall review these statements and may return the case for additional investigation or refer the case to the Hearing Panel for further proceedings as outlined below.

Hearing Panel

The Title IX coordinator will appoint a standing pool of individuals who can serve as hearing panel members. The pool shall include trained members of the university community and also may include external professionals with appropriate experience and training at the Title IX coordinator's discretion. All individuals appointed to the hearing panel pool shall receive training in accordance with Section 21 of the Sex-Based Misconduct Policy. No less than ten (10) business days prior to the hearing, the Hearing Officer will send written notice of the hearing to the parties.

The hearing is not a re-investigation of a formal complaint. Rather, the hearing is an opportunity for the parties to address the hearing panel, in person, about whether the preponderance of the evidence standard was appropriately applied by the investigator, whether the investigation was thorough, fair and impartial, and whether there is sufficient evidence to support the investigator's findings regarding responsibility by a preponderance of the evidence. The parties may address any information in the final investigation report, including exhibits; the evidence that was subject to the parties' inspection and review; and, the contesting statement and response thereto. The parties and their advisers may be present throughout the entire hearing, excluding deliberations.

Hearing Determination

The hearing panel will deliberate in private to determine whether the preponderance

of the evidence standard was appropriately applied by the investigator by making a finding: (1) whether the concerns stated by the contesting party raise substantial doubt about the thoroughness, fairness and/or impartiality of the investigation; and if not, (2) whether there is sufficient evidence to support the investigator's findings regarding responsibility by a preponderance of the evidence. The hearing panel shall reach its decision by majority. The vote of each hearing panel member will not be shared with the parties.

If the hearing panel finds that concerns stated by the contesting party raise substantial doubt about the thoroughness, fairness and/or impartiality of the investigation, it will remand the matter to the Title IX coordinator with instructions for further investigation or other action.

If the hearing panel finds there is insufficient evidence to support the investigator's recommended finding, it may remand the matter for further investigation or reject the investigator's recommended findings(s) and make alternative finding(s).

When a hearing panel affirms that there is sufficient evidence to support a finding of responsibility, it will then determine the appropriate sanctions, in accordance with Section 16 of the policy. As part of its deliberations, the panel shall receive the respondent's prior conduct record/personnel actions (if any) and the parties' impact and mitigation statements. The appropriateness of any particular sanction



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is reviewed on an individual basis based on the unique facts and circumstances of the case. The panel will determine sanctions by a majority vote. The vote of each hearing panel member will not be shared with the parties.

The Hearing Officer will provide the panel's written determination to the parties simultaneously within ten (10) business days of the hearing , which will include the procedures and permissible bases for appeal. In the event of delay or extension of this time frame, the Hearing Officer will provide written notice to the parties of the delay or extension and the reason(s). The Title IX coordinator is responsible for effective implementation of any remedies and will be provided the written decision by the Hearing Officer for such purpose.

The determination regarding responsibility becomes final either on the date the Appellate Officer provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeals

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility

or dismissal was made, that could affect the outcome of the matter; and

- The Title IX coordinator or investigator(s), Hearing Officer or other member of the hearing panel had a conflict of interest or bias against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Although a party may disagree with a decision, that alone is not a basis for appeal. Instead, the Request for Appeal must specifically explain the reasons for appealing and how the grounds to appeal are met.

The Appellate Officer will be the following individuals:

- For appeals involving a student-respondent, the Senior Vice Provost for Student Affairs
- For appeals involving a faculty-respondent, the Senior Vice Provost for Faculty Affairs
- For appeals involving a non-faculty employee-employee respondent, the Assistant Vice President for Human Resources

If the appeal request is timely and specifies one or more of the grounds outlined in Section (19)(c) of the respective policies, the parties will have ten (10) business days from the date they received notice that the appeal has been accepted to submit a written statement in support of, or challenging, the appeal. The Title IX coordinator, the



investigator and/or Hearing Officer will also be provided an opportunity to respond to any portion of the appeal that was approved and that involves them. Copies of written responses will be shared with the other parties. Additional rebuttal statements will not be accepted. The Appellate Officer shall deny the request if both conditions are not met and will notify the parties, their advisers, and the Title IX coordinator, in writing of the denial and the rationale. The decision of the Appellate Officer is final.

Typically, the appeal will be confined to a review of the written documentation and record of the investigation and/or hearing, and pertinent documentation regarding the grounds for appeal. The Appellate Officer, however, may choose to meet with a party if they deem it necessary for their review of the appeal. If the opportunity to meet is provided to one party, it will be provided automatically to the other party.

The Appellate Officer shall render a decision applying the principles outlined in section (19)(e) of the respective policies. Within ten (10) business days of receipt of the written statements in support of or challenging the appeal, the Appellate Officer will issue the outcome of the appeal and the rationale for the result to the parties and Title IX coordinator. This time frame may be extended for good cause, with written notice to the parties and Title IX coordinator of the extension and the reason for the extension. The Appellate Officer's decision is final and not subject to any further appeal.

Sanctions

The Title IX Sexual Harassment and Sex-Based Misconduct policies prohibit a broad range of conduct, all of which is serious in nature. Where there is a finding of responsibility or a respondent accepts responsibility, the hearing panel may impose one or more sanctions. In keeping with the university's commitment to foster an environment that is safe, inclusive and free from discrimination and harassment, the hearing panel shall have wide latitude in the imposition of sanctions tailored to the facts and circumstances of each complaint, the impact of the conduct on the complainant and university community and accountability for the respondent.

Sanctions may include educational, restorative, rehabilitative and punitive components. In determining the appropriate sanction(s), the hearing panel will be guided by a number of considerations, including:

- The nature and severity of the policy violation
- The impact of the misconduct on the complainant
- The impact or implications of the misconduct within the university community
- Prior misconduct by the respondent, including the respondent's prior discipline history, at VCU or elsewhere, and any relevant criminal convictions
- Whether the respondent has accepted responsibility for the misconduct



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- The maintenance of a safe, nondiscriminatory and respectful university environment
- Any other mitigating, aggravating or compelling factors
- When present, the following aggravating factors may lead to more severe sanctions:
 - Respondent is in a position of authority or influence
 - Use of force or violence related to the violation of the policy or a pattern of violent behavior
 - Use of display of a weapon
 - Deliberately taking advantage of another person's state of incapacitation
- Victim under the statutory age of consent

Sanctions for Students

Sanctions are effective immediately, unless otherwise specified by the university. They may include any of the sanctions below, individually or in combination:

Expulsion: Permanent dismissal from the university, administrative withdrawal from classes and loss of all university privileges.

Revocation of Degree: Rescinding a university degree that has been awarded.

Withholding Degree: Delay awarding a degree otherwise earned until completion of all sanctions imposed.

Revocation of Admission: Rescinding an offer of university admission.

Suspension: Removal of a respondent from the university for a defined period of time, for a maximum of six (6) consecutive semesters, during which a student loses all university privileges, which generally includes access to facilities, programs, classes, and premises.

Deferred Suspension: Designated period of time during which a student is given the opportunity to demonstrate the ability to abide by university policy. Subsequent violations of university policy during the term of a deferred suspension will result in a full suspension.

Disciplinary Probation: A specified period of time, a minimum of one semester, requiring a respondent to avoid a recurrence of any conduct that violates the Student Code of Conduct and/or any university policy that may result in additional university sanctions, including but not limited to, suspension or expulsion.

Censure: Written notice warning a respondent to avoid recurrence of any conduct that violates the policy and/or any university policy. Subsequent violations of the policy or any university policy may result in more severe disciplinary action.

Campus Ban: Prohibits access to all or a portion of the VCU campus.

Loss of University-Related Privileges: Denial of services, privileges, and benefits which may impact participation in extra-curricular activities, residence in university



housing, university employment, Honors College, leadership within student organizations, academic activities, and study abroad.

Restitution: Monetary reimbursement to the university and/or member of the university community or others to cover costs of damage, injury, or loss of community or personal property as a result of misconduct.

Sanctions for Employees

Sanctions are effective immediately, unless otherwise specified by the university. They may include any of the sanctions below, individually or in combination:

Termination of Employment: Permanent separation of the employment relationship between the university and the respondent.

Suspension/Administrative Leave (employee-respondents): Loss of work for a defined period of time, with or without pay, during which respondent will not be allowed on university premises or permitted to participate in, or supervise, any university education program or activity.

Loss of Merit Pay Increase: Ineligibility for a merit pay increase for a defined period of time.

Counseling: Verbal or written communication which conveys that an employee’s conduct was improper and must be corrected.

Written Notice or Warning: Formal disciplinary action which has been taken in response to misconduct. Formal disciplinary actions are placed in an employee’s personnel record.

Demotion: Change in position with lower qualifications and pay.

Loss of Supervisory Titles and/or Responsibilities: Loss title and/or the ability to supervise other employees or students, which may have an effect of changing an employee’s job classification status.

Campus Ban: Prohibits access to all or a portion of the VCU campus.

Nothing in this policy prevents the university from imposing disciplinary action against a respondent for misconduct which does not constitute a violation of the policy, but may violate other university policies. The university reserves its right to take such action as it deems appropriate to further its educational mission and to protect the safety and security of the university community.

In addition to any sanction imposed by the hearing panel, the university may provide remedies designed to restore and preserve equal access to the university’s educational program or activity to the complainant. The Title IX coordinator is responsible for effective implementation of any remedies provided. Such remedies and actions may include, but are not limited to: imposition



Appendix C & D

or continuation of a no contact directive; referral to counseling and health services; referral to the Employee Assistance Program; continuing any supportive measures previously provided; required training or education for individuals; broad-based training or educational programming to the university community; permanent modifications to housing assignments; permanent modifications to work arrangements; academic support services; and increased monitoring, supervision and/or security at targeted locations where the misconduct occurred or is likely to reoccur.

Appendix C – Sex offender registration

The federal Campus Sex Crimes Prevention Act, enacted on Oct. 28, 2000, 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.

Access this information at <https://sex-offender.vsp.virginia.gov/sor/>. This site allows users to query registered convicted offenders in the commonwealth of Virginia.

Appendix D – Information regarding protective orders in Virginia

Protective orders are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a survivor of any act involving violence, force or threat that results in bodily injury or places that person in fear of death, sexual assault or bodily injury. In Virginia, there are three kinds of protective orders that can protect you and others in your family or home:

- Emergency protective order (expires at the end of the third day following issuance or the next day court is in session, whichever is later)
- Preliminary protective order (lasts 15 days or until a full hearing)
- Protective order (may last up to two years)

VCUPD victim/witness officers can help students to see a magistrate and attend court proceedings, if desired. An advocate can provide support and accompaniment.

How will I know when the emergency protective order ends?

You should look at the bottom of the order for the date and time it expires. If you need protection for a longer period of time, you must ask the court for a preliminary protective order. If a police report was taken by VCUPD, the VCUPD victim-witness coordinator will conduct a follow-up reminder to inform you of the order's expiration and assistance with extending it (as needed).



Where do I go to request a preliminary protective order?

If the person from whom you want protection is a family or household member or a juvenile, or if you are a juvenile, you should go to the juvenile and domestic relations district court. Otherwise, you should go to the general district court.

How do I get a preliminary protective order?

You must fill out court forms. If this matter will be in the juvenile and domestic relations district court, you file the forms with the Court Services Unit. If it will be in the general district court, you file the forms in the general district court clerk's office. You then may go into a courtroom where a judge may ask you questions to decide whether to give you a preliminary protective order.

There is no cost to obtain a protective order.

What should I bring with me?

You should bring the name, address and identifying information of the person from whom you are seeking protection and a full description of the event that led you to seek a protective order. The address should be the place where the person can be found and not a P.O. Box. You should also bring your copy of the emergency protective order and information about the warrant or petition alleging an act of violence, force or threat, if either was issued.

How long should I expect to spend at court?

You should allow at least two hours to complete your paperwork and file it with

the court. For assistance filling out protective order petition forms online, you can go to www.courts.state.va.us, click Online Services, then click on Assistance with Protective Orders (I-CAN!).

How long does a preliminary protective order last?

If the judge gives you a preliminary protective order, it will last 15 days or until the full hearing. The full hearing is when both you and the other person get to present evidence before the court. The judge will tell you when the full hearing is, and it will be written on the preliminary protective order.

What if I do not go to the full hearing?

If you do not go to the full hearing, the preliminary protective order ends on the date of the hearing.

What if I believe the other person is not coming to the hearing?

You should go to court on that day anyway and ask the court for a protective order.

When does the protective order take effect?

A protective order is not effective until the person is "personally served." To be served, a law enforcement officer or court official must give the protective order to the person from whom you want protection. You should give law enforcement information about how to find the person. (Address, phone number, place of work, photograph, etc.)

How will I know if the person against whom the order was issued has been served?



Appendix D

You can call law enforcement and ask if the person has been served. If a police report was taken by VCUPD, the victim-witness coordinator will follow up with you to confirm whether the order was served on the person.

What if the person against whom the order was issued does not obey the order?

Contact law enforcement immediately. The person can be arrested and criminal charges filed.

What if the person comes to my house or workplace?

Contact law enforcement immediately and tell them you have a protective order against the person.

What if I need to change part of the protective order?

You must appear before the court and request any necessary changes.

What is a “no contact” provision in a protective order?

No contact means the other person cannot contact you directly or indirectly except as authorized by the court.

What if I must sometimes contact the other person?

You should tell the judge that at the hearing.

If I go to another state, will my protective order be valid in that state?

Federal law requires all states to enforce protective orders issued by other states. You should contact the nearest court in that

state for more information. (This information is provided as general information only and is not legal advice.)

Must I hire an attorney to represent me at the hearing?

An attorney is not required, but can be helpful. You can also request that an advocate accompany you. Contact University Counseling Services at (804) 828-6200 if you would like an advocate to meet you at court. *Note: the advocates provide support and resources, not legal advice.*

For legal help, call: Legal Aid Hotline (866) LEGLAID (534-5243)

- Virginia Poverty Law Center (Family and Sexual Violence) (800) 868-8752
- Virginia State Bar Lawyer Referral Service (800) 552-7977

To make a safety plan, call the VCU Police Department at (804) 828-1234. You may also contact the Virginia Family Violence and Sexual Assault Hotline by dialing (800) 838-8238 (v/tty).

For additional information on how court works, call the Virginia Department of Criminal Justice Services, Crime Victim Assistance INFO-LINE at (888) 887-3418.



Appendix E & F

Appendix E – Evidence collection procedures and information

In Virginia, survivors of rape or sexual assault have the right to seek evidence collection at no cost and have the right to have evidence collected through a Physical Evidence Recovery Kit (PERK) without filing a police report. For additional information regarding Virginia’s SAFE Payment Program, visit <https://virginiavictimsfund.org/content/safe-payment-program>.

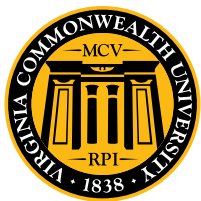
Survivors may have evidence collected from their bodies by well-trained, sensitive, professionals known as Sexual Assault Nurse Examiners (SANE nurses) at a hospital location. Although a survivor must provide their identifying information (their name) to the hospital to have evidence collected via a PERK, a survivor may elect to remain anonymous if they choose to file a report with the police. If the survivor chooses not to file a report, the hospital will forward the PERK kit to the Division of Consolidated Laboratory Services, which will hold it for a minimum period of two years, giving the survivor an opportunity to have valuable evidence collected while making an informed decision then or later regarding criminal investigation and possible prosecution.

As time passes, evidence may dissipate or become unavailable (after the two-year minimum storage period with DCLS) or lost, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders

related to the incident more difficult. If a survivor chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with the VCU Police Department or other law enforcement to preserve evidence in the event that they change their mind at a later date.

Appendix F – Notification to victims of crimes of violence or nonforcible sex offense

The university will, upon written request, disclose to the alleged victim of a crime of violence or a nonforcible 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 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 victim for purposes of this paragraph.



VCU

Emergency Preparedness



Tornado



- ☐ Move to lowest level in shelter.
- ☐ Close all doors, including main corridors.
- ☐ If outside, quickly move to nearest sturdy building.



Utility failures



- ☐ For VCU water, power, heating, or cooling outages, call **804.828.9444**.
- ☐ For VCU Health outages, call **804.628.4772**.



Hazardous materials



- ☐ Call **804.828.1234**.
- ☐ Evacuate and designate someone to talk with the Fire Department.
- ☐ Notify emergency personnel if exposed, or have details on the spill.



Suspicious object



- ☐ **DO NOT** disturb the object and be prepared to evacuate.
- ☐ Call **804.828.1234**.



Explosion



- ☐ Evacuate the building as quickly, and calmly as possible.
- ☐ If items are falling, get under a sturdy table or desk.
- ☐ Call **804.828.1234**.



Fire



- ☐ Activate the nearest fire alarm, stay low if there is smoke, and evacuate the building.
- ☐ Call **804.828.1234**.



Suspicious person



- ☐ **DO NOT** let anyone follow into a locked building or office.
- ☐ **DO NOT** confront the person or block the person's exit.
- ☐ Call **804.828.1234**, and provide all possible details.



Violent incident



- ☐ Call **804.828.1234**.
- ☐ Consider escaping if a safe route is immediately available.
- ☐ **IF UNSAFE TO ESCAPE** Immediately seek protection by locking, or barricading the door using whatever means available.



- Calmly evacuate using stairs and assemble at safe distance.
- Stay quiet and calm, while paying attention to surroundings.
- Assist persons with disabilities, functional, or access needs.
- Notify designated personnel and provide details of event.
- Listen and follow directions from authorities.

Additional information at police.vcu.edu.