2016

Reynolds Community College Annual Security Report

Reynolds Police Department

1651 E. Parham Rd. Richmond, VA

10/1/2016

Reynolds Community College

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College Overview

J. Sargeant Reynolds Community College is the third largest community college in the Virginia Community College system. The college does not have on-campus residential housing. The college serves the City of Richmond, and the counties of Henrico, Goochland, Hanover, Powhatan, and parts of Louisa.

Reynolds Community College has three campuses that are located in the City of Richmond, Henrico County, and Goochland County, Virginia. The campuses are identified as the Parham Road Campus, Downtown Campus, and Goochland Campus. The college campuses encompass urban, suburban, and rural environments. Reynolds currently offers more than 70 programs. These include 20 two-year occupational/technical degrees, eight occupational/technical certificates, five two-year college transfer degrees, one transfer certificate, and 41 career studies certificates requiring less than one year of full-time study. Reynolds Community College serves approximately 20,000 students annually and approximately 1,000 faculty, classified employees, and staff. The daily population of each campus may fluctuate, due to the off-campus or virtual students.

The Downtown Campus (DTC) is located at 700 East Jackson Street in the City of Richmond. The campus provides academic programs in allied health, business, and community service areas, as well as college transfer programs such as liberal arts, business, education, science, and computer science courses.

The Parham Road Campus (PRC) is located at 1651 East Parham Road. Administrative offices are located at PRC. The campus consists of satellite trailers, the Facilities Maintenance building, the Library and Technology Center, Burnette Hall, Georgiadis Hall, Brookside Hall, and the Workforce Development and Conference Center (WDCC). The PRC offers college transfer programs in liberal arts, education, engineering, science, and computer science, as well as a broad range of technical programs in the areas of business, engineering, and public service.

The Goochland Campus (GC) is located at 1851 Dickinson Road in Goochland County. The campus consists of Building C01 and Building C20. This campus provides academic programs in horticulture, automotive and diesel mechanics, and welding.

The college Police Department maintains offices at each of the campuses and can be contacted by calling 523-5911 in emergencies and 523-5219 for non-emergencies.

- Parham Road Campus – Police Headquarters Burnette Hall Room 100
- Downtown Campus – First-floor lobby area
- Goochland Campus – Building C-20 main lobby area

Reynolds Department of Police: Accreditation and Professionalism

J. Sargeant Reynolds Department of Police is honored to be the first, and currently the only, Virginia Community College police department in history to achieve the Virginia Law Enforcement Professional Standards Commission (VLEPSC) Accreditation.

Accreditation is a voluntary process that law enforcement agencies go through to enhance their quality of service and credibility. Agencies have outside examiners visit and review their policies and procedures against a list of best practices and industry standards. The examiners then review examples of agency performance to determine if the policies are in fact being followed.

The Virginia Law Enforcement Professional Standards Commission (VLEPSC) is the accrediting agency in Virginia. It has a total of 190 standards that are further divided into over 600 specific requirements. Information about the accreditation process is available from the Virginia Department of Criminal Justice Services Accreditation Process. The program manual, which contains the standards, is available for public review Program Manual.

As of January 2016, there are only 95 VLEPSC accredited agencies. According to the Bureau of Justice Services there are 340 Law Enforcement agencies in Virginia. Therefore, only 28% of all agencies in the state have been accredited by VLEPSC.

Police Chief Paul Ronca's goals are to create transparency in police operations. Since privacy laws and investigative concerns often restrict public scrutiny of police operations, an accredited department which is evaluated by external assessors shows the college community that the college's police force meets the highest levels of professionalism. These assessors evaluate the department's policies, investigations, and practices.

Additionally, a positive public image, which the college strives to exhibit with our community, is developed by the department's adherence to high public conduct standards. The department's enforcement responsibilities and activities result in the police force being the most visible form of government representing the college. Police powers are carefully balanced and circumscribed by federal, state, and local laws, and, ultimately, by the U.S. Constitution and Bill of Rights. Police powers to arrest, seize property, and lawfully interfere with the lives of citizens must be accomplished with public trust. This trust is regarded as vital to the department's success.

Campus Security Act, Legal Requirements, and Authority

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of crime statistics and specific campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running though the campus, and certain non-campus facilities during sponsored events and remote classrooms.
- The statistics must be gathered from college police or security, local law enforcement, and other college officials who have "significant responsibility for students and campus activities", known as Campus Security Authorities (CSA's);
- Provide "timely warning" notices of those crimes that occurred and "pose an ongoing threat to students and employees;"
- Disclose in a public crime log "any crime that occurred on campus, or within the patrol jurisdiction of the college police or campus security department and is reported to the college police or security department;"
- Disclose any agreements with state and/or local law enforcement

Preparation of Annual Security

The Reynolds Community College Department of Police prepares and distributes the report. Crime statistics and policy information are requested and collected from other Reynolds College departments and CSA's, the Richmond City Police Department, the Henrico County Police Department, and the Goochland County Sheriff's Office. The data is published in the report. Crimes and misconduct committed at college sponsored events outside of campus are monitored and reported by the attending CSA. The college does not have off-campus organizations, such as fraternity or sorority houses.

Crime Log

Reynolds Community College Department of Police maintains and updates within three (3) business days crimes reported to the police department. The report can be accessed during business hours at police headquarters on the Parham Road Campus in Burnette Hall room 100, or it is available on the department's website for sixty (60) days at:

http://www.reynolds.edu/campus_life/police/daily_crime_log.aspx

Scope and Authority

The Chief of Police is responsible for providing professional law enforcement services to our community and for managing the College Department of Police. College police officers have the same authority and obligation to exercise police power as other state or municipal police officers. The Reynolds Community College Police jurisdiction includes all college owned and leased property and the adjacent streets and sidewalks to college owned or leased property. Our College Police Officers also work with our surrounding local jurisdictions of Goochland County, Henrico County, and the City of Richmond, along with State and Federal agencies.

All College Police Offices are sworn and certified by the Virginia Department of Criminal Justice Services. In addition, the Department of Police utilizes non-sworn personnel to provide additional security and escorts at each of our campuses. Our security officers attend the College Security Officers course provided by the Virginia Department of Criminal Justice Services. Our security personnel provide our community with an additional security presence and assist our police officers when necessary.

Reporting Incidents and Confidential Reporting

How to Report a Crime or Emergency

The Reynolds Community College Department of Police has communication officers to receive calls during normal college operating hours. Emergencies should be reported to Reynolds Police (off-campus or cellular phone) at 804-523-5911 or (from a college phone) 5911. All emergencies, criminal acts or questionable behavior should be reported immediately to the Department of Police by telephone or by using one of the emergency call boxes (Code Blue phones). You do not need to leave your name or number when reporting a crime or incident. Community members requesting a police response after college operating hours should contact the local jurisdiction by call 911. The college encourages all victims of crimes on campus to report the incident to the college police or a college official.

For non-emergency calls or to obtain information Reynolds students, faculty, and staff should contact the College Police at (804) 523-5219.

Confidential Reporting

The Department of Police utilizes confidential reporting through an on-line system. Reports can be submitted through the system to college police without disclosing the reporting person's identification. The reports are used as an information tool and are not designed to provide an immediate response from the police. Persons reporting in-progress threats or crimes should utilize the emergency police dispatch center. Anyone reporting a crime or a threat through the emergency police dispatch center is not required to leave a name. The on-line system is available at https://forms.reynolds.edu/crimereport/

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the College Department of Police for inclusion into the annual security disclosure of crime statistics or for the purpose of timely warning. However, they may be required to report threatening behavior to local and/or campus authorities and should encourage the victim to report the crime, either confidentially or non-confidentially. These positions are defined as follows:

Pastoral Counselor – a person who is associated with a religious order or denomination, and is recognized as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor – a person whose official responsibilities include providing mental health counseling and who is functioning within the scope of his or her license or certification.

Code Blue Phones

Emergency Code Blue Phones are safety devices placed throughout all our campuses. Each code blue phone has an emergency activation button that will notify police when activated. There is also an information assistance button to request non-emergency information from the Department of Police. During non-business hours, each code blue phone automatically transfers to the local police jurisdiction when the emergency button is activated.

Timely Warnings and Emergency Notifications

Emergency Notifications

When a significant event occurs that immediately endangers the safety and welfare of students, faculty, or staff, an emergency notification will be sent to all affected campuses and college

community members. The college Department of Police is responsible for confirming that such emergency exist and a notification is warranted. The notification will identify the emergency, the location of the emergency, and precautions the community should take. An emergency notification does not require any filtering of messages through the Crisis Communications Team. The emergency notification can be authorized by the Department of Police, Office of Communications and Public Affairs, or President's Executive Cabinet members. The emergency notification can be distributed through various methods, to include, but not limited to: Reynolds Alert, Alertus Beacons, e-mail, local media outlets, Reynolds Website, and bulletin/LCD displays.

Timely Warnings

A timely warning will be issued in instances involving specific crimes mandated by the Clery Act. Timely warnings will be coordinated with the Department of Police, the Vice President of Finance and Administration, and the Office of Communications and Public Affairs. The timely warning can be distributed through various methods, to include, but not limited to: Reynolds Alert, Alertus Beacons, e-mail, local media outlets, Reynolds Website, and bulletin/LCD displays

Offenses that require a timely warning if a threat is still posed to the community:

Murder/Manslaughter, Non-Negligent Manslaughter, Aggravated Assault, Robbery, Sex Offenses, Burglary, Arson, and Motor Vehicle Theft. Warnings are also distributed in the event of a biased/hate crimes that include the above and vandalism, larceny, intimidation, and simple assault.

Emergency Notification System

Reynolds Alert

The Department of Police works closely with the Office of Communications and Public Affairs to ensure that members of the college community are notified immediately about security situations and crimes that may represent a threat to students and employees. This system may be used by Reynolds to immediately notify students, staff, and faculty during a major crisis or emergency. Reynolds Alert delivers important emergency alerts, notifications and updates to you on all your devices below, but registration is required.

- E-mail account (work, home, other)
- Cell phone
- Smartphone/Tablets

Sign up at https://alert.reynolds.edu

As appropriate, notices are also posted on bulletin boards and entrance doors.

Alertus Beacons

Reynolds Community College has installed Alertus Beacons throughout all of the campuses. In the event of an emergency, the Department of Police is authorized to send an alert message to the beacons. The message notifies the end user of the emergency and the appropriate action to take.

Emergency Response, Evacuation, and Access Control

Response

Reynolds Community College maintains and updates the Crisis and Emergency Management Plan (CEMP), which is accessible through the college website below. The Department of Police recognizes that some emergencies may require the evacuation of students, faculty, and staff. These emergencies include but are not limited to fire alarms, power outages, equipment failures, and chemical spills. In addition, some emergencies require students, faculty, and staff to seek shelter in a predetermined location as outlined in the CEMP or maintain "a shelter in place". A shelter in place may require a student, faculty, staff, or visitor to seek protection in a classroom or office that can be locked or secured. These emergencies may include, but are not limited to an active shooter, armed subject, or other event where leaving a secured area may present an unnecessary risk of injury or death. Shelter in a predetermined location may also be required in severe weather events. The Department of Police, along with the Communications and Public Affairs Office, will distribute emergency alerts by various methods that may include Reynolds Alert, Virginia Community College Systems email, and Reynolds internal email, in person, news media outlets, Comcast channel 96, Alertus Beacons, and bulletin boards. The Department of Police and the Office of Communication and Public Affairs will determine the appropriate method of distributing necessary information.

http://www.reynolds.edu/campus_life/police/emergency.aspx.

Evacuation Procedures

Evacuation procedures are as follows:

• Close all windows and (leave the overhead light ON.)

• Before opening any door, feel the door. If it is HOT, do not open it; if it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.

• If there is a phone in the room, call College Police (5911) or from a cell 523-5911 or 911 and report that you are trapped. Remain calm and give your room number and building location. Stuff

clothes or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.

• If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.

• If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

• DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.

• If you have exited the facility, stand clear of the building (minimum 300 feet) Emergency apparatus may be maneuvering around the building. Downtown students should go to the grassy area on the other side of 8th Street between VCU's Cabiness Hall and VCU's parking deck

• Follow the directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

Access Control

The Department of Police is responsible for maintaining access control to the buildings and campus grounds. While Reynolds is an open community college to the public, some classrooms, such as science laboratories, remain locked until the instructor arrives. In some instances, the Department of Police will respond to provide access into the labs only when the instructor is present. Some instructors have key authority as outlined in policy 4-36, *Employee Access to College Facilities*. The college police department is capable of responding to emergencies or events, such as alarms during non-business hours.

Drills and Exercises

The Department of Police conducts annual drills and exercises. Fire drills are conducted at each building at least once during the semester. Tornado and Earthquake drills are conducted annually and in conjunction with the Virginia State wide drills (October and April).

The department has conducted three active shooter full-scale exercises during the past four years with its local, state, and federal partners. The exercises follow the Homeland Security Exercise and Evaluation Program (HSEEP) and include planning meetings, training, table top activities, and functional exercises. In addition, the department conducts annual internal active shooter training and provides a table top exercise for college officials.

All exercises and drills test the response, evacuation, readiness, and cooperation of the college and its local partners. The drills and exercises are both announced and unannounced and documented by the Department of Police.

Memorandum of Understanding (MOU)

The Reynolds Department of Police has a memorandum of understanding (MOU) with the Virginia State Police. The MOU states that the State Police will be the lead investigative agency on any felony sexual assault crime, any unattended death, or other crimes as requested by the college Chief of Police.

Reynolds Community College has an MOU with the Young Women's YWCA for victims of sexual assaults. The MOU allows victims to receive advocacy assistance through the YWCA as well as the local Sexual Assault Response Team (SART). SART meets at least annually. In addition, members from the SART provide education programs at the college.

Sexual Assault, Domestic or Dating Violence, and Stalking

Reynolds Community College is an educational institution that strives to provide students and other members of the community with an academic learning environment that is free from sexual misconduct and/or gender-based discrimination. As such, Reynolds shall not tolerate sexual misconduct which may be inclusive of sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, or sexual exploitation. The college considers these types of behaviors serious threats to the integrity of the community and shall pursue all charges. Moreover, certain acts may be criminal and subject to both criminal and civil legal actions. Students who violate this policy shall be subjected to charges in accordance with the policy.

The Reynolds Community College Department of Police is committed to preventing sexual assault. Incidents of sexual misconduct, including rape, sexual battery, and other forcible and non-forcible offenses are violations of state law, as well as Reynolds Community Colleges' code of student conduct, Policy 1-35 (07/07/15), and the state code of employee conduct, DHRM Policy 1.60. Educational programs for prevention of sexual assault are conducted two to four times per year. Additionally, the topic is covered in new student orientation sessions. Victims of sexual offenses on campus are encouraged to contact the Department of Police immediately for proper reporting, investigation and criminal apprehension. Students may also report offenses to college Campus Security Authorities, the Office of Student Affairs, or the local police department in lieu of the Reynolds Department of Police. Campus Security Authorities (CSA's) can provide assistance to victims in notifying law enforcement if the victim so chooses. If the victim declines to notify law enforcement, CSA's can provide direction to victim service groups and outreach programs.

Getting to a place of safety should be the first priority of any victim of sexual assault, domestic violence, dating violence, or stalking. Victims should contact the police immediately and seek medical attention if necessary. Victims of these offenses occurring on campus who are unable to contact the police department can obtain assistance from any college official. It is important that victims preserve physical evidence to aid in the prosecution of the offender(s). While the college does not have a counseling staff, Reynolds Community College works with victims and assists in obtaining counseling through the local jurisdictions' victim and social services units. Additional information regarding policies and procedures concerning sexual misconduct can be found in the Reynolds Community College Student Handbook or on-line at: http://www.reynolds.edu/who_we_are/media_center/documents/Reynolds_Student_Handbook.pdf.

The Reynolds Department of Police participates and are active members in the City of Richmond and County of Henrico Sexual Assault Response Team (SART). The SART provides counseling services, advocates, nursing assistance, and prosecution assistance in the local jurisdiction. Assistance through advocacy groups includes; living situation, academic assistance, transportation assistance, reasonable working accommodations, and protective measures. The SART is initiated for any felony sexual assault.

1. Student Sexual Misconduct
(Policy #1-14, 07-07-15)
2. Student Conduct
(Policy#1-35, 07-07-15)

Definitions

Complainant: a person who lodges a complaint alleging that an incident or incidents of sexual misconduct have occurred and who may be an employee, student, non-student, or non-employee.
Complaint: a verbal or written allegation of sexual misconduct that is communicated to a faculty or staff member, or administrator at the college.
EEO officer: the college's associate vice president of human resources.
Employee: full- and part-time teaching faculty, administrative and professional faculty, classified staff, and wage/hourly employees.
Force: the use of physical violence and/or imposing on someone physically to gain sexual access or benefit, which includes threats, intimidation (implied threats), and coercion that overcomes resistance resulting in consent under duress. Examples of threats and coercion include, "Have sex with me, or I will hit you." or "Okay, don't hit me; I'll do what you want."
Informal proceedings: the first option within the sexual misconduct procedure that, when possible and safe, provides the opportunity for the college to resolve the sexual complaint through constructive discussion with the individual involved in the complaint, and which is optional.

Consent: Consent is the act of knowingly and affirmatively agreeing to engage in sexual activity. Consent must be voluntary. Consent may not be inferred from silence, passivity, or lack of active resistance alone. An individual cannot consent who is under the age of legal consent; or who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

Non-consensual sexual contact: any intentional sexual touching, however slight, with any object, by a man or women upon a man or woman that is without consent and/or by force. Examples of sexual contact include intentional contact with the breasts, buttock, groin, or genitals; or touching another with any of these body parts; or making another touch an individual with any of these body parts; or any intentional bodily contact in a sexual manner though not involving contact with/of/by the breasts, buttock, groin, genitals, mouth, or other orifice.

Non-employee: individuals who are not employed by the college.

Preponderance of evidence: the standard of judgment that indicates the weight of the evidence is sufficient to determine that the issue in question is more likely true than not.

Respondent: a person against whom a sexual misconduct complaint has been filed.

Retaliation: intimidation, threats, harassment, or other adverse action threatened or taken against a complainant or third party.

Sexual assault: sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through the use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, the victim's genitals, breast, thighs, or buttocks without the victim's consent as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Sexual exploitation: behavior that occurs when an individual takes non-consensual or abusive advantage of another for his or her benefit, or to benefit or advantage anyone other than the one being exploited, and that does not otherwise constitute any of the other sexual misconduct offenses. Examples of sexual exploitation include but are not limited to, invasion of privacy, prostituting another student, non-consensual taping or audio recording of another's sexual activity, going beyond the boundaries of consent (such as allowing friends to hide in the closet, etc., while one has consensual sex), engaging in voyeurism, knowingly transmitting a sexually transmitted infection or virus (such as HIV), exposing one's genitals in a non-consensual circumstance (or inducing another to expose their genitals), and sexually-based stalking or bullying.

Sexual harassment: unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent, or so pervasive that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from the college's educational programs

or activities and is based on power differentials, the creation of a hostile environment, or retaliation.

Sexual misconduct: behavior that includes but is not limited to, non-consensual sexual intercourse (or attempts to commit the same), non-consensual sexual contact (or attempts to commit the same), sexual harassment, and sexual exploitation.

Student: any person currently enrolled in at least one (1) credit, non-credit, or developmental course offered by the college.

Verbal/Written misconduct: direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversation, jokes or stories of a sexist or sexual nature, sexual remarks about a person's clothing, body, or sexual relations, or the display of sexually explicit materials, if shown to be unwelcome and sufficiently pervasive or severe a condition to affect academic performance or employment, and which may constitute sexual harassment.

Student Affairs Adjudication of Violations

Whether or not criminal charges are filed, a person may file a complaint with the College. If the perpetrator is a student, the complaint will be resolved in accordance with Reynolds Policy No. 1-14 - Student Sexual Misconduct (07-07-15). If the perpetrator is any other College affiliated individual, the complaint will be resolved using Reynolds Policy No. 3-7 - Sexual Misconduct (05-05-15) and/or the Virginia Department of Human Resources Policy No. 1.80 - Workplace Violence (2002).

Any on or off-campus domestic violence, dating violence, sexual assault and stalking allegations reported to the Reynolds Department of Police will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges. The college disciplinary process is in accordance with college policy No. 1-14 and will include a prompt, fair, and impartial proceeding transparent to the accuser and the accused from the initial investigation to the final result. Generally, the resolution of complaints of sexual misconduct are completed within sixty (60) days of the report; however, the timeframe of the proceedings allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

1. The accuser and the accused each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;

2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both may be present;

3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;

4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;

5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. The advisor's role in any meeting or hearing is limited to quietly conferring with the complainant or respondent through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.

6. A decision is based on the preponderance of evidence standard. In other words, the conduct process asks: "is it more likely than not that the accused violated college's policy?"

7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing and that procedure will be made available to each in writing. A person alleging sexual assault, domestic violence, dating violence, or stalking may use the complaint and investigatory procedures to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Office of Student Affairs. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited.

Confidentiality: The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Student sanctions, including expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy.

Employee sanctions may include written counsel to include suspension, and/or termination. The college may implement protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking. These measures may include some or all of the following actions: reasonable academic accommodations, a "no contact" order between the accused and the victim, transportation, and working conditions, if reasonably available. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Stalking/Dating Violence/Domestic Violence

1. Stalking
    a. The term “stalking” means engaging in the course of conduct directed at a specific person that would cause a reasonable person to:
        i. Fear for his or her safety or the safety of others; or
        ii. Suffer substantial emotional distress
2. Dating Violence
    a. The term “dating violence” means violence committed by a person:
        i. Who is or has been in social relationship of a romantic or intimate nature with the victim; and
        ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            1. The length of the relationship
            2. The type of relationship
            3. The frequency of interaction between the persons involved in the relationship

3. Domestic Violence
    a. The term “domestic violence” means any act involving violence, force, or threat including any forceful detention, which results in physical injury or places one in reasonable apprehension of serious bodily injury and which is committed by a person against such a person's family or household member.
        i. A "family or household member" includes:
        ii. Spouse, regardless of residence,
        iii. Ex-spouse, regardless of residence,
        iv. In-laws who live in the same home,
        v. Persons who have a child in common regardless of residence,
        vi. Co-habitants, and
        vii. Those who have cohabited in the past year and their children.

Following a report of dating or domestic violence, sexual assault or stalking whether the offense occurred on or off campus Reynolds Community College will provide the student or employee

with written notification of their rights and options. Victims have the option to contact campus or the local law enforcement agency.

Reynolds Community College prohibits stalking, dating violence, and domestic violence as outline in Policy No. 1-14 – Student Sexual Misconduct (07/07/15) and 3-7 - Sexual Misconduct (05/15/15)

Campus Sex Crime Prevention Act

The Campus Sex Crimes Prevention Act, enacted on October 28, 2000, is a federal law that provides for the tracking of convicted sex offenders. The law requires state law enforcement agencies to provide Reynolds Community College with a list of registered sex offenders who have indicated that they are enrolled or employed at the college. In the Commonwealth of Virginia, convicted sex offenders must register with the "Sex Offender and Sex Crimes Against Minors" registry maintained by the Virginia Department of State Police. Information concerning offenders registered may be disclosed to any person requesting information on a specific individual in accordance with law. The following State Police website has further information and requests for information, and can be accessed electronically at:
http://sex-offender.vsp.virginia.gov/sor/index.html

Crime Prevention, Services, and Victim Rights

Crime Prevention Programs

Crime prevention programs are designed to conduct security assessments and provide programs to inform students and employees about the prevention of crime. The Department of Police offers various security awareness programs two to four times per year. The security programs provide information on various safety procedures such as, larcenies, sexual assault, domestic and dating violence, and others. This includes programs such as Rape Aggression Defense (RAD) and the Start by Believe campaign. Other prevention programs offered are drug and alcohol awareness, and emergency preparedness. Incoming students receive information regarding sexual assault awareness, stalking, domestic and dating violence through SOARS. Annually, the local Commonwealth Attorney's Office with local advocacy groups provides information on reducing the risk of sexual assault, how the criminal process works, and victim assistance. New employees receive crime prevention and emergency preparedness training during new employee orientation held quarterly by the college's human resource department.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene with safe and positive options before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting EMS, college police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like student affairs, CSA, police).

Escort Services/Safe Rides

The Department of Police provides escort services or safe ride services to students, faculty, staff, and guests upon request. This service is available on all campuses during regular hours of operation Monday through Friday 7:30 a.m. to 10:30 p.m. and Saturday from 7:30 a.m. to 6:30 p.m. by calling 804-523-5219 or using the information button on the Code Blue phones.

Shuttle Services

The Department of Police provides shuttle transportation services by non-sworn personnel between the Downtown and Parham Road Campuses.

For the safety of our passengers and drivers, shuttles are subjected to video and audio recording.

Shuttle schedules may vary. Schedules are posted at the bottom of the below website:

http://www.reynolds.edu/campus_life/police/parking.aspx

Domestic Violence Programs

The Reynolds Police Department conducts various programs educating victims of domestic violence and sexual assault. The department hosted the Carol Adams Foundation Domestic Violence Fashion Show in October 2015. Also, presentations on domestic violence were presented at our campuses with Sgt. Carol Adams from Richmond Police Department and the

Commonwealth Attorney's Office. The college participates the Red Flag Campaign, Clothesline Project, Health Relationship Program, and a Domestic Violence education speaker.

Sexual Assault Educational Programs

The police department provides Rape Aggressive Defense Training (R.A.D.) each semester. The R.A.D. training includes a presentation from our local Commonwealth Attorney's Office regarding sexual assault prevention. The college also created a "Start by Believing" video highlighting our commitment against victim blaming. Each year the police department partners with the YWCA, Victim Advocates, neighboring Universities, and the local Commonwealth Attorney's Office promoting the "Start by Believing" campaign. For more information on "Start by Believing" or to view our video, visit the college webpage at:
http://www.reynolds.edu/campus_life/police/sexual_harassment.aspx

Victim Witness Program

The Department of Police is dedicated to assisting and providing services to victims and witnesses of crime, as governed by the Virginia Crime Victims Bill of Rights. The department's goal is to ensure that victims and witnesses are provided with as much assistance as necessary. The goal is to reduce the impact of crime on victims, and witnesses through awareness of available services.

Victims or witnesses of a crime, have certain rights under the Virginia's Crime Victim and Witness Rights Act. However, there are specific steps that must be taken to receive these rights. Additional information can be obtained from "An Informational Guide to Virginia's Crime Victim and Witness Rights Act". This guide can be found at the local victim/witness program, Commonwealth Attorney's Office, Police or Sheriff's Department, or the Virginia Department of Criminal Justice Services. Locations of victim service programs in the State of Virginia can be found at http://www.dcjs.virginia.gov/victims/documents/VWmap-phonelist.pdf
The department of police encourages anyone who has become a victim of a crime to report the crime to the police. However, on occasion and depending on the nature of the crime, the victim may elect to refuse to press charges, regardless if a report is filed.
Upon written request, the college will disclose, to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college. If the alleged victim is deceased as a 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.

Drug, Alcohol, and Substance Abuse

Reynolds Community College prohibits the use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the college policy # 1-35, - Student Conduct (07-07-15). Students violating laws or college policies are subject to disciplinary action and could result in criminal prosecution under

Virginia Code 4.1-308, "If any person takes a drink of alcoholic beverages or offers a drink thereof to another, whether accepted or not, at or in any public place, he shall be guilty of a Class 4 misdemeanor." College employees are also expected to follow college alcohol policies as well as the Department of Human Resource Management policies and state law.

The term "alcoholic beverages" is defined in *Code of Virginia* § 4.1-100 as including "alcohol, spirits, wine, and beer, and any one or more of such varieties containing one-half of one percent or more of alcohol by volume, including mixed alcoholic beverages, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being." It is illegal for any person under the age of 21 to purchase, possess, or attempt to purchase or possess any alcoholic beverage. (*Code of Virginia*§ 4.1-305). Underage drinking can result in disciplinary action, as well as criminal prosecution.

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act of 1989, and the Virginia Criminal Code 18.2-248 and 18.2-250, Reynolds Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of "controlled substances", "marijuana" and imitation like drugs by employees and students in the workplace, on college property or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment, expulsion, referral for prosecution and referral to an evaluation or rehabilitation program. *See Reynolds Policy No# 1-35 Student Conduct (revised 7/7/2015) and DHRM Policy # 1.05 - Alcohol and Other Drugs Policy.* In addition, under Virginia Code 18.2-260 it is illegal to prescribe, dispense, etc., any drug except as authorized in the Drug Control Act (54.1-3400).

Rights of Victims and Confidentiality

Victims of sexual assault and other crimes can be compensated through the Virginia Criminal Injuries Compensation Fund www.cicf.state.va.us.

What May Be Covered?

- Find Eligibility and Benefits Information
- Wage Loss
- Domestic Loss of Support
- Funeral/Burial Expenses
- Installation of Security Systems, Doors or Locks
- Temporary Lodging
- Prescriptions
- Prosthetic Devices, such as eyeglasses or dentures
- Counseling
- Dental/Medical Expenses

- Relocation/Moving
- Crime Scene Clean-up
- The Fund does not reimburse for property or stolen money.

You Should Apply If…

- You had a physical or emotional injury due to a crime
- You paid for funeral expenses due to a crime
- The crime occurred in Virginia
- The crime occurred outside the United States, but you are a Virginia resident
- The crime was reported to police
- You have been cooperative with the police investigation and criminal court case
- You were not participating in illegal activity during the time of the crime
- You did not provoke or willingly participate in the crime
- There is no income guideline to be eligible.

Personal identification of victims is never disclosed on any Clery (Annual Security) report. Accommodations to keep personal identification of victims confidential will be maintain providing that maintaining such information does not impair the ability of the college to conduct a thorough investigation as provided by law. In certain circumstances, Reynolds Community College will issue "no contact" orders to accused of threating, harassment, or other misconduct committed on and off campus to students. In addition, the Reynolds Police Department can assist victims in obtaining protective orders. In the arrest of offenders for domestic, dating, stalking, or sexual assault crimes the Reynolds Police Department will petition the local magistrate for an emergency protective order. These protective measures and advocacy assistance are available to victims whether or not they choose to report the crime to college police or local law enforcement.

Freedom of Information Act (FOIA)

The Virginia Freedom of Information Act (FOIA), located §2.2-3700 et. seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. A public record is any writing or recording, regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format, that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open and may only be withheld if a specific, statutory exemption applies. The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law is interpreted liberally, for access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Information for request for Reynolds College FOIA can be found on-line at:
http://www.reynolds.edu/who_we_are/about/documents/FOIAinfo20100915.pdf

Explanation of Crime Statistics & Terms

The statistical data reported on the following charts is compiled from the records maintained by the Reynolds Department of Police, the Reynolds Vice President of Student Affairs, Campus Security Authorities, and local law enforcement agencies:

The criminal offenses are classified using the *FBI's Uniform Crime Reporting System* definitions. The "Clery Act" defines the location categories used. Public Property is defined by the U.S. Department of Education as "all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from J. Sargeant Reynolds Community College." The college does not have "Residential" living quarters or buildings owned by student organizations. The reader should keep in mind that some crime victims may choose not to report offenses to College Police, CSA's, or local police authorities. All criminal activity is detrimental to the college community and strong measures, including dismissal are taken against offenders.

Definitions from the Federal Uniform Crime Reporting ("UCR") Handbook

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 or probably would result in a serious potential injury if the crime were successfully completed.
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, etc.
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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of those mentioned above.
Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).
Murder/ 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.
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, violence, and/or causing the victim fear.
Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of those mentioned above.
Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned acts. (Driving while intoxicated and public intoxication are NOT included in the statistics.)
Statistics for Referred Violations: The Clery Act also includes statistics for weapons, drug, and liquor law violations as described above that are referred for disciplinary action. Clery defines "referred for disciplinary action" as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. All referrals are managed by the Office of Affairs.

Location Definitions from Jeanne Clery Act

On-Campus: (1) Any building or property that is owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution, but controlled by another person, is frequently used by students and supports institutional purposes (examples include food or retail vendor).
Non-Campus Building Or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Reported crime statistics do not include crimes that occur in privately owned homes or businesses on or adjacent to Duke's campuses.
Unfounded Crimes: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded.” Only sworn law enforcement agencies can “unfound” a crime.

Reynolds Department of Police has not unfounded any Clery crimes for the years 2013-2015

DOWNTOWN CAMPUS - STATISTICS

OFFENSE	On Campus			Public Property			Non - Campus			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSES	1	2	0	0	1	0	0	0	0	1	3	0
NON-FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	1	0	0	0	0	0	0	0	0	1
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	1	0	0	1	0	0	0	0	0	2	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES (FOR CRIMES REPORTED IN 2013 FORWARD)												
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	1	0	0	0	0	0	1	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0

Non-Campus is considered Ginter Park (2013), Ginter Park was closed prior to 2014

Reynolds Community College had no reported hate/bias crimes reported for the years 2013-2015

Referred = College Disciplinary Action

ARREST	On Campus			Public Property			Non-Campus			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	1	0	0	0	0	0	1	0	0	2	0	0
Drug Law Violations	3	1	0	0	0	0	0	0	0	3	1	0
Liquor Law Violations	0	1	0	0	0	0	0	0	0	0	1	0
Referred	**On Campus**			**Public Property**			**Non-Campus**			**Total**		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	0	0	0	0	0	0	0	1
Liquor Law Violations	0	0	1	0	0	0	0	0	3	0	0	4

PARHAM ROAD CAMPUS - STATISTICS

OFFENSE	On Campus			Public Property			Non - Campus			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSES	2	0	0	0	0	0	0	0	0	2	0	0
NON-FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	1	0	0	0	0	0	0	0	0	1	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES (FOR CRIMES REPORTED IN 2013 FORWARD)												
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	1	1	0	1	0	0	0	0	0	2	1
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0

Non-Campus is considered college sponsored off-campus events and classes off campus

Reynolds Community College had no reported hate/bias crimes reported for the years 2013-2015

Referred = College Disciplinary Action

ARREST	On Campus			Public Property			Non-Campus			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	0	0	0	1	0	0	0	0	0	1	0	0
Drug Law Violations	0	0	1	0	0	0	0	0	0	0	0	1
Liquor Law Violations	2	0	0	0	0	0	0	0	0	2	0	0
Referred	**On Campus**			**Public Property**			**Non-Campus**			**Total**		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	5	0	0	5	0

GOOCHLAND CAMPUS - STATISTICS

OFFENSE	On Campus			Public Property			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0
NON-FORCIBLE SEX OFFENSES	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES (FOR CRIMES REPORTED IN 2013 FORWARD)									
STALKING	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
Non-Campus are sponsored college events that are captured in the Parham Road Statistics									

Reynolds Community College had no reported hate/bias crimes reported for the years 2013-2015

Referred = College Disciplinary Action

ARREST	On Campus			Public Property			Total		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	1	0	0	1	0
Referred	**On Campus**			**Public Property**			**Total**		
	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015	Year 2013	Year 2014	Year 2015
Weapon Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0	1	0	0

Risk Reduction and Other Resources

Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Report concerning behaviors (unwanted texts, threats, etc.)
- Use a help phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

Protection from Date Rape Drugs

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Work Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

Protecting Your Property

- Record the serial numbers of your valuables.
- Protect your data and devices, don't leave them unattended
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Put your "Junk in your Trunk", store your personal items out of view.

Behavior Intervention Team

In accordance with Virginia Code § 23-9.2:10, (https://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-9.2C10) and Reynolds Community College policy No. 1-22 – Behavioral Intervention (07/07/15), threat assessments are conducted by a governing body that includes; at a minimum the Department of Police, Office of Student Affairs, Office of Human Resources, and a mental health representative.

The team's primary concern is promoting a safe learning environment by assisting individuals in addressing behavioral and/or personal challenges. In addition, the team endeavors to provide professional development activities that will assist members of the college community with strategies for responding to distressed students in the campus setting.

Students may be temporarily suspended if it is believed that a direct threat to other students, faculty, staff, or the public exists, or if the student's behavior creates a serious disruption to normal college operations. These decisions are interim measures conducted to mitigate risk. The student may appeal the temporary suspension; however, the burden is on the student to prove that his or her presence on campus is not a significant threat to the college community. The team shall review information related to the appeal and make a determination regarding the temporary suspension. If the student is enrolled in classes at the time of suspension, the team shall assist the student with gaining access to complete his or her assignments and coursework in an alternate format. However, academic and/or financial decisions as a result of the temporary decision are the responsibility of the student.

In cases where the behavior or threat falls under the auspices of this policy, the team shall investigate matters and make a determination regarding the behavior or threat. Decisions by the team may consist of recommendations that include psychological assessments (see Addendum, Mandated Assessment Procedures), follow-up meetings, referrals to counseling and other services, or student conduct referrals. The team may also recommend administrative withdrawals or removals, where appropriate

Any faculty, staff, or student who believes a student's behavior on campus is of concern or threatening, or who learns information regarding a student or individual that may present a threat to the community, should contact the Office of Student Affairs, or the campus Department of Police. He or she will be asked to complete Reynolds Form No. 75-0005, Behavioral Intervention Referral form. If the observed behavior is an immediate threat to the safety of the college community, the campus Department of Police should be notified immediately by calling 804-523-5911.

The respondent/student may appeal the decision of the team by submitting a written appeal to the team leader within ten (10) business days.

Additional information about the team and emotional distress signals can be found on the Reynolds website at http://www.reynolds.edu/campus_life/police/suspicious_activity.aspx or by contacting the Office of Student Affairs (804-523-5296).

Contact Information

J. Sargeant Reynolds Department of Police ……804-523-5219
(From any Campus Phone)……**EMERGENCY 5911**
(Non-Campus Phone)……**EMERGENCY 804-523-5911**
Office of Student Affairs……804-523-5296
Reynolds Information……804-371-3000

Local Police Jurisdictions

Emergency……**911**
Henrico County Division of Police……804-501-5000
Richmond City Police Department……804-646-5100
Goochland County Sheriff's Office……804-556-5349

Additional Resource Numbers

National Center for Victims of Crime……800-394-2255
Virginia Family Violence and Sexual Assault Hotline……800-838-8238
Henrico County Victim Witness Program……804-501-4134
Richmond City Victim Witness Assistance……804-646-7665
Goochland County Victim Witness Assistance……804-556-5349

Richmond Behavior Mental Health……804-819-4100
Henrico County Mental Health……804-727-8484
Goochland County Mental Health……804-556-5460