TITLE: CAMPUS SECURITY AND CRIME AWARENESS

POLICY NO: 4-30

EFFECTIVE DATE: 10/11/96

VCCS POLICY NO: N/A

REVISED DATE: 04/18/17

I. Purpose:

To establish college policy as required by Title II of Public Law 101-542, as amended, which is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Crime Awareness and Campus Security Act of 1990.

II. Definitions:

N/A

III. Policy:

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education which can impose civil penalties, up to $27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs. The Clery Act also requires timely warnings and emergency notifications whenever a crime represents a threat to the safety of the students or employees.

A. Responsible authority

The J. Sargeant Reynolds Community College (Reynolds) Police Department is responsible for responding to incidents and confirming that a significant emergency or dangerous situation is occurring or is imminent on college premises which constitute an immediate threat to the health and safety of students, faculty, staff, and visitors.

The Reynolds Police Department, which consists of sworn police officers and security personnel, has jurisdiction on all Reynolds premises. Campus police officers have the same authority and obligation to exercise police power as other state and municipal police officers. Campus police jurisdiction includes all college-owned, leased, and controlled property and the adjacent streets and sidewalks. Security personnel are non-sworn members of the department who offer assistance by responding to calls for service, enforcing parking policy, and supporting local first emergency responders.

B. Relationship with federal, state, and local law enforcement agencies

Reynolds Community College shall maintain close working relationships with federal, state, and local law enforcement agencies and the Commonwealth Attorney’s Office and shall use the National Incident Management System (NIMS) guidelines in emergencies.
IV. Procedures:

A. Annual Campus Security Report

Reynolds Community College will provide, to their current and prospective students and any applicant for enrollment, information on institutional policies regarding security procedures and campus law enforcement as well as a description of programs designed to inform students about crime prevention, through the Annual Campus Security Report. The report includes statistical data about the occurrence of certain criminal offenses on campus that have been reported to campus police and security authorities and certain criminal offenses that occur adjacent to the college campuses, as reported by local police agencies.

The Annual Campus Security Report is available each year by October 1, and an email is sent to current students and employees of the availability of the report. In addition, prospective employees and students can obtain the most current Annual Campus Security Report on the college web page. Prospective employees and students can access this report by visiting the following link: http://www.reynolds.edu/campus_life/police/report.aspx.

B. Emergency notification

When a significant emergency or dangerous situation is occurring on or in the immediate vicinity of Reynolds’ premises involving an immediate threat, a notification to students, faculty, or staff will be activated so that they may take reasonable precautions for their safety. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate institutional needs.

Authority to disseminate emergency notification

1. The chief of police will immediately inform the vice president of finance and administration of any such incident or situation. The decision to activate an emergency notification will be made between the vice president for finance and administration and the chief of police.

2. If the chief of police and/or the vice president of finance and administration are unavailable, and the delay to notify either party would significantly increase the risk to the safety and health to the campus community, the highest ranking on-duty member of the Department of Police may activate an emergency notification through the department’s communication section.

3. If the vice president of finance and administration is unavailable, the president or executive vice president should be notified of the emergency.

C. Timely warning
A timely warning notification is issued on a case-by-case basis in light of all the facts surrounding a Clery reportable crime, including such factors as:

- continuing danger to the campus community
- compromising law enforcement efforts

Authority to disseminate timely warning

The chief of police and the vice president of finance and administration, or in their absence, their designee, will confer and authorize a timely warning notification.

D. Status update/all clear

A status update notification is made when there is new information or instructions for the college population; it may provide an update on the situation or change in protective actions. An all clear notification indicates that the emergency has been contained. Status update and all clear notifications should be timed such that SMS/text messages do not overlap.

Authority to disseminate status update/all clear

In accordance with the Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis, the chief of police can authorize an all clear message.

E. Methods of notification

The director of communications, in consultation with the chief of police and/or the vice president of finance and administration, or in their absence, their designee, will determine the notification method.

1. The chief of police will notify the director of communications, or designee, to activate the emergency notification.

2. In incidents where an emergency notification must be made without delay, the Police Department’s emergency communications section will initiate a message using the college’s Reynolds Alert system and the Alertus Beacons.

3. Notifications will include:
   - the nature of the incident
   - the location
   - action to be taken by the affected population

4. The notification can be distributed through various methods, to include, but not limited to:
   a. Alertus beacons
Small white devices that are strategically installed in high-traffic areas throughout campus. They are designed to provide an auditory and visual alert when a threat has occurred or is imminent. Similar to a text message, a short message will scroll on the screen during a threatening event.

b. cellular phone
c. digital signage boards
d. email account (work, home, other)
e. social media
f. text messages
   • available, if subscribed to the Reynolds Alert messaging system through Blackboard Connect
g. website

V. Other Information:

Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis