



ANNUAL SECURITY REPORT

FY 2015

Department of Public Safety and Campus Police

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MESSAGE FROM THE INTERIM CHIEF OF POLICE:

Thank you for reviewing the Piedmont Virginia Community College (PVCC) Annual Security report. The report contains crime statistics and other information that is required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Clery Act. This report is prepared by the office of the vice president for finance and administrative services in cooperation with the PVCC Department of Public Safety and Campus Police. The statistics and information contained within this report are compiled from the PVCC Daily Crime log, Albemarle County Virginia Police Department, City of Charlottesville Virginia Police Department, and Greene County Sheriff's office. A printed copy of this report may be obtained by calling 434.961.5319 or email at security@pvcc.edu.

After reviewing this report you will see that we have a safe campus, and strive to take every measure to insure that it remains a safe environment for our students, faculty, staff, and visitors.

If you have any questions or seek further information about safety and security at Piedmont Community College, please contact us at 434.961.5319.

Chris Wyatt, Interim Chief of Police
PVCC Department of Public Safety and Campus Police

PVCC DEPARTMENT OF PUBLIC SAFETY AND CAMPUS POLICE MISSION STATEMENT

The mission of the PVCC Department of Public Safety and Campus Police is to provide for the safety and security of students, faculty, staff, and the general public while on or in any property or facility owned or operated by the College.

The department acts to deter crime, protect property, preserve the peace, and enforce all federal, state, and local laws within its jurisdiction. In accomplishing this mission, department employees shall apply the law and policy in an equitable and consistent manner, maintain a customer-service orientation, and treat everyone with respect.

JURISDICTION

PVCC DEPARTMENT OF PUBLIC SAFETY AND CAMPUS POLICE AND JURISDICTION

The PVCC campus police department has law enforcement jurisdiction for all criminal incidents occurring on campus. This includes incident investigation, follow up and resolution. The PVCC campus police department is staffed during normal campus hours. PVCC employs sworn officers and non-sworn public safety officers. Their specific powers and authority are as follows:

SWORN OFFICERS

The sworn officers have full powers of arrest and are vested with law enforcement powers pursuant to Code of Virginia 23-234. Sworn officers enforce local, state and federal laws both on and off campus. Their police authority includes concurrent jurisdiction with municipal and county agencies on adjacent streets and in the surrounding community. Sworn officers meet ongoing training requirements as mandated by the Virginia Department of Criminal Justice Services as well as additional training designed to meet the needs of the college community. Law enforcement duties and responsibilities of our sworn officers are comparable to local police departments and sheriff departments in adjacent communities.

PUBLIC SAFETY OFFICERS

Public safety officers are agents of PVCC. They have authority to issue parking citations. They each have the same powers of arrest as a private citizen.

OUTSIDE AGENCIES

The PVCC Department of Public safety and Campus police maintains a close working relationship with the agencies surrounding PVCC facilities and has memorandums of understanding with the Albemarle County Police Department, Virginia State Police, and Virginia Department of Alcoholic Beverage Control. Meetings are held between the leaders of these agencies on both a formal and informal basis. PVCC Department of Public Safety works closely with other agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. The Albemarle County Police or Virginia State Police will take the lead in the investigation of any felonies or other serious crimes that occur on PVCC campuses. Copies of the memorandums of understanding with these agencies are available upon request.

DAILY ACCESS TO CRIME LOGS

The PVCC department of public safety maintains a daily crime log for the most recent 60 day period. The log is available for public inspection during normal business hours (8:00 a.m. - 5:00 p.m., Monday-Friday). Log entries older than 60 days can be obtained by request within five business days. The log is available by email request also through security@pvcc.edu.

ACCESS CONTROL

The PVCC Department of Public Safety is responsible for maintaining access control to the buildings and campus grounds. While PVCC is an open community college, some classrooms, such as labs, stay locked until the instructor arrives. In some instances, the department of public safety will respond to provide access into the classroom only when the instructor is present. Some instructors have key authority as outlined in policy III-3.0. The PVCC Department of Public Safety maintains staffing to respond to emergencies or events, such as alarms during non-business hours.

CLERY ACT

CLERY ACT CRIME STATISTICS

Federal legislation requires that campus crime data be reported to the federal government on an annual basis. Data are maintained for three years. These data are to be made available to all students and current employees.

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 Piedmont Virginia 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 campus police, Campus Security Authorities, or local police authorities. All criminal activity is detrimental to the college community and strong measures, including dismissal, are taken against offenders.

The statistical data reported on the following charts is compiled from the records maintained by the PVCC Department of Public Safety and Campus Police, the PVCC Dean of Student Affairs, Campus Security Authorities, and the following law enforcement agencies:

1. Albemarle County Virginia Police
2. City of Charlottesville Police
3. Greene County Virginia Sheriff's Office

CLERY ACT CRIME STATISTICS FOR PVCC

CRIMINAL OFFENSE	2013	2014	2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES (RAPE/FONDLING)	0	0	0
SEX OFFENSES (INCEST/SR)	0	0	0
STALKING	0	0	0

DOMESTIC VIOLENCE	0	0	0
DATING VIOLENCE	0	0	0
SEXUAL ASSAULT	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0

Colleges are required to disclose data on crimes that manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, national origin or ethnicity ("hate crimes").

PVCC had no reportable occurrences during the latest reporting period.

Colleges are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor law violations; 2.) Drug law violations; and 3.) Illegal weapons possession.

PVCC had no reportable occurrences of liquor law violations, drug law violations or illegal weapons possession during the latest reporting period. PVCC also had no reportable occurrences of incidents of dating violence, domestic violence, sexual assault, or stalking.

REPORTING CRIMES AND EMERGENCIES

REPORTING CRIMES AND EMERGENCIES

PVCC requires all persons to report all known and suspected criminal activities and other emergencies that occur on campus to the Department of Public Safety and Campus Police by dialing 434.981.6362 or 911 in an emergency. Classrooms may also speed dial "1" to reach the public safety office. The PVCC Campus Police or Albemarle County Police Department will take any and all required incident reports.

PVCC also maintains a system for reporting crimes and incidents that are non-emergency through the internet based system known as MAXIENT. Reports can be made anonymously if desired through this system. The portal is accessed through the PVCC website, and all reports are routed to the proper authorities for review and investigation.

EMERGENCY NOTIFICATION & COMMUNICATIONS

CAMPUS ALERTS

Timely warnings are issued under the direction of the chief of police with the consultation of the vice president for finance and administrative services when information that constitutes an ongoing or continuing threat is confirmed. These threats may include crimes such as; murder, manslaughter, forcible and non-forcible sex offense, aggravated assault, burglary, motor vehicle theft, arson, and crimes involving prejudices. The method to notify students, faculty, and staff of timely warning information may include; college email system, PVCC's e2Campus emergency alert system, poster/signs, and electronic message boards. The marketing and media relations office, in consultation with the chief of police and/or the vice president for finance and administrative services, will determine the distribution method. The confidentiality of the reporting person will be protected to any extent possible.

EMERGENCY NOTIFICATIONS

PVCC issues an emergency notification upon the confirmation of a significant emergency or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on the campus. PVCC tests the emergency notification procedure bi-annually. PVCC utilizes the emergency alert text messaging system, (<http://www.pvcc.edu/security-safety/register-for-text-email-alerts>) which can be accessed through the PVCC website. PVCC also has a public address system that covers the interior and exterior of all main campus buildings. The authority to issue emergency notifications falls under the PVCC Emergency Plans guide.

INCLEMENT WEATHER NOTIFICATION

The PVCC web site is the first method of notification, followed by the e2Campus alert, local television stations, then local radio stations (both FM and AM).

A text/e-mail message will be sent via the e2Campus emergency notification system.

The following phone numbers will also have delay/closing information:

PVCC Main Phone Line:

434.977.3900

PVCC Inclement Weather/Emergency Message Line:

434.971.6673

EMERGENCY CALL BOXES

Emergency call boxes are located in or near the parking lots. The call boxes connect to PVCC's Department of Public Safety. A flashing blue light on each call box helps identify the exact location of the call box in use.

EMERGENCY CALL BOX LOCATIONS:

- Parking Lot 1
- Parking Lot 2, end of lower island
- Parking Lot 3, end of island near basketball court
- Parking Lot 3, end of lower island near walk-through to lot 4
- Parking Lot 4, end of upper island
- Dickinson Building - two locations
- Keats Building - two locations
- Stultz Center for Business & Career Development - two locations

DATING / DOMESTIC VIOLENCE / RAPE / SEXUAL ASSAULT / STALKING

DATING VIOLENCE

Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

DOMESTIC VIOLENCE

Domestic violence is 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, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

PROCEEDING AND RESULT

PVCC has a policy on campus disciplinary proceedings (from investigation to the hearing to the final resolution) for dating violence, domestic violence, sexual assault, and stalking outlined in the Title IX Policy (see appendix A). The PVCC disciplinary policy meets the following Clery requirements.

The campus disciplinary proceedings must:

- Be prompt, fair and impartial
- Be adjudicated by officials receiving annually training on: issues of dating violence, domestic violence, sexual assault, and stalking; and conducting investigations and hearing that protects the safety of victims and promotes accountability

Procedural rights for both victim and accused include:

- Same opportunity to have others present as witnesses
- Opportunity to be accompanied by an advisor of their choice
- Receive simultaneous written notification of: delay and the reason for the delay; outcome of disciplinary hearing; opportunity to appeal the result; changes to results; results that are final; and reason for the results and sanction imposed

RAPE

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. This definition includes any gender of victim or perpetrator.

SEXUAL ASSAULT

Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentional touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

STALKING

Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or 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.

MORE INFORMATION CAN BE FOUND IN THE PVCC TITLE IX POLICY, LOCATED IN APPENDIX A.

EDUCATION

AWARENESS PROGRAMS, ONGOING PREVENTION AND AWARENESS CAMPAIGNS, PRIMARY PREVENTION PROGRAMS AND RISK REDUCTION

It is the philosophy of PVCC that preventing crime is preferable to dealing with crime after it has occurred. A primary vehicle for accomplishing this is the [PVCC SAFE](#) web page. PVCC's crime prevention program concentrates on the dual concept of eliminating or minimizing criminal opportunities, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime prevention programs and projects in use at PVCC that provides culturally relevant information and education.

PVCC SAFE WEBSITE

PVCC is committed to providing a safe and secure campus community so that its students and staff are free to learn and pursue their academic goals. The [PVCC SAFE](#) web page is designed to make the PVCC community aware of all the resources that PVCC offers and to help quickly connect to the services and staff that an individual may need at various points during their time at PVCC. If immediate help is needed from the PVCC Public Safety and Campus Police Department, or if an individual wants to report an incident or concern, needs emotional support during a time of crisis, or needs a referral to outside community services, they can obtain that information at <http://www.pvcc.edu/pvccsafe>.

BYSTANDER INTERVENTION

See Something? Say Something.

Bystander intervention is defined as taking responsibility for getting involved when the bystander sees a situation that could cause potential harm. We are all part of a community that protects each other. If a member of the community sees something that they feel may affect the safety or security at PVCC, or may disrupt the educational process, the individual is encouraged to fill out an incident report form. After receiving the report, a group of trained professionals from across the college will review the report and determine next steps. Never hesitate to report a concern.

PVCC provides extensive information on bystander intervention at the following website:
<http://www.pvcc.edu/pvccsafe/bystander-intervention>

EMPLOYEE EDUCATION

Newly hired employees receive information on PVCC's Clery statistics at the new hire orientation.

As part of the All College Convocation, which occurs before the start of the spring and fall semesters, the college's Title IX Policy is presented.

DRILLS AND EVACUATION PROCEDURES

Twice a year, the vice president for administrative and finance, or the chief of police will initiate (or authorize the initiation of) a test emergency response alert message (usually in September and January). The procedures contained within this statement will be publicized to faculty, staff, and students each September when affiliates are given advance notice of the upcoming test and encouraged to opt-in for expanded notification. A record of all such tests, including a description of the test, the date, time, and whether the test was announced or unannounced will be documented and available for inspection upon request.

Tests will also be conducted at least annually on PVCC's ability to respond to an emergency, including activation of its Emergency Operations Plan and a table-top exercise involving a campus-based scenario. Participants will include designated PVCC Emergency Personnel, their designated back-ups, and select Emergency Support Function representatives. Additional tests will involve evacuation drills overseen by Department of Public Safety and Campus Police. These drills and exercises may simulate the following events:

BOMB THREATS

NOTIFY THE DEPARTMENT OF PUBLIC SAFETY IMMEDIATELY!

EMAIL THREAT

After notifying the PVCC Department of Public Safety, forward the email threat to the officer on duty and the IT Security Officer.

TELEPHONE THREAT

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible, and listen carefully.
- Note the time of the call and the specific telephone on which it came.
- Note the caller's number if your phone is equipped with caller ID.
- Note the exact words of the caller.

Ask the caller the following questions or listen for the following information:

- Where is the bomb located?
- When will it go off?
- What does it look like? What kind is it?
- What is your name and motive for placing the bomb?

- Are you an employee? Are you a student?

Make note of the following:

- Background noises, gender of caller, voice pitch/speech patterns/accent

WRITTEN THREAT

- Remain calm.
- Notify the Department of Public Safety immediately.

CIVIL DISTURBANCE

OUTDOORS

Implement appropriate emergency procedures by moving students, faculty, staff and visitors to a safe location (as conditions permit) inside buildings to protect against trauma or danger.

If not able to move inside, take cover outside as able.

Consider persons with disabilities who may need assistance.

Notify the Department of Public Safety of the type of disturbance, its location, the number of people causing it, who is involved, any weapon present and your name. Provide as much information as possible.

Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.

Should a gunshot be heard, get everyone on the ground immediately.

INDOORS

Always contact the Department of Public Safety when you have an emergency in any room.

Notify the Department of Public Safety of the type of disturbance, its location, the number of people causing it, who is involved, any weapon present and your name. Provide as much information as possible.

Keep students, faculty, staff and visitors quiet and away from doors and windows.

Lock all room doors.

Account for all persons. Report any missing persons to the Department of Public Safety immediately.

Close window shades, curtains or blinds.

Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.

Should a gunshot be heard, instruct everyone to get down on the floor immediately and take cover.

EARTHQUAKE / STRUCTURAL COLLAPSE

IF YOU ARE INSIDE

- Watch for falling objects.
- Crawl under a table, counter, etc.
- Get into a protective position by tucking your head to your knees and cover your head with your arms.
- Consider persons with disabilities who may need assistance.

Stay away from:

- Windows
- Glass partitions
- Mirrors
- Overhead fixtures
- Filing cabinets
- Bookcases
- Electrical appliances
- Hanging objects

Evacuate the building only after debris has stopped falling and building /structure has stopped shaking/moving.

IF YOU ARE OUTSIDE

- Move to an open area away from building structures.
- Watch for fallen:
 - Power lines
 - Street lights
 - Trees

IF YOU ARE IN A VEHICLE

- Stop your vehicle in the nearest open area.
- Stay in your vehicle until the tremors have subsided.

AFTER THE INCIDENT

- Remain calm.
- Be prepared for after-shocks.
- When a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety coordinators will assist in directing the evacuation.
- Proceed to your designated evacuation assembly area (Parking Lot # 3.)
- Open doors carefully.

- Watch for falling objects.

DO NOT:

- Use elevators
- Move seriously injured persons unless they are in danger
- Use matches/lighters or other sources of ignition
- Use telephones, as emergency response personnel will need clear access to communication lines.

BUILDING EVACUATION

Any campus safety officer or PVCC emergency personnel may issue an evacuation notification of a classroom or office area. The purpose is to move people away from any potentially threatening situation.

Before a classroom or office can properly evacuate, the designated evacuation assembly area (Parking Lot # 3) must be communicated to all students, faculty and staff.

When a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety coordinators will assist in directing the evacuation.

Consider persons with disabilities that may need assistance evacuating.

Individuals with disabilities should exit to the next building or outside by wheelchair accessible exit (when available) or otherwise to stairway landing (considered an area of refuge.) Campus public safety officers or emergency personnel will conduct the rescue.

The last person should close and lock doors while exiting.

If smoke is present, stay low. The best quality air is near the floor.

You may walk briskly, but do not run.

Report to a public safety officer any missing persons and location where they were last seen.

DO NOT:

- Use elevators
- Go to restroom
- Take personal items
- Return to the building until instructed to do so by a campus public safety officer or College authority.

FIRE OR EXPLOSION

IF YOU DISCOVER FIRE OR SMOKE REMEMBER: R.A.C.E.

Rescue: Remove anyone from immediate danger.

Alarm: Activate the nearest fire alarm pull station.

Contain: Close all doors to confine smoke and fire.

Extinguish/Evacuate: If the fire is small, and you have been trained in fire extinguisher use, you can attempt to extinguish a fire; otherwise, follow your evacuation plan and proceed to the nearest exit and designated evacuation assembly area (Parking Lot #3) outside the building. Designated building safety area coordinators will assist in directing the evacuation.

IF YOU CATCH FIRE, DO NOT RUN!

- Stop where you are, and
- Drop to the ground, and
- Roll over and over to smother flames.

RESPONSE TO FIRE ALARMS OR EXPLOSION

- Remain calm.
- Evacuate and stay with your class or office group.
- Notify the Department of Public Safety at 434.981.6362.
- Faculty should remember to take the class roster to the designated evacuation assembly area (Parking Lot #3).
- Once you have reached the designated area, report any missing person to a PVCC public safety officer.
- Return to the building only when directed by a public safety officer or College authority.

IF YOU ARE TRAPPED IN YOUR OFFICE OR CLASSROOM

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Use the telephone (Speed Dial 1) to notify a public safety officer of your situation and location.
- Be prepared to signal your location through the window.
- Do not open or break windows unless necessary to alert emergency personnel to your location or to escape.

EVACUATION REMINDERS

- If leaving a room, feel the door with the back of your hand before opening it. Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use the stairway or exit to evacuate.

HAZARDOUS MATERIALS

HAZARDOUS MATERIALS SPILL

If a corrosive or toxic chemical comes in contact with your skin, immediately flush the affected area with water for at least 15 minutes, then as soon as possible notify a public safety officer of a medical need. The public safety officer will contact EMS for transportation to a local emergency room.

Do not attempt to clean up a chemical spill unless you are trained and have the proper protective equipment to perform the cleanup.

Evacuate the area when there is possible danger of harmful or flammable vapors. Notify others in your immediate area to evacuate.

Consider persons with disabilities who may need assistance evacuating.

Initiate the fire alarm when necessary.

When a building evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety coordinators will assist in directing the evacuation.

Notify a public safety officer of any missing persons and where they were last seen.

To increase ventilation to the affected area, call the facilities department at 434.961.5447 for assistance.

If possible, control access to the affected area by closing doors.

Check those involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention as appropriate.

Evacuees should remain in the designated evacuation assembly area (Parking Lot # 3) until a public safety officer or College emergency personnel indicates that it is safe to return to the affected area.

The number for Poison Control is 1.800.222.1222.

LOCKDOWN

ROOM LOCKDOWN RESPONSE

A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc.

ROOM LOCKDOWN PROCEDURE

- Remain calm and stay with your group of students, faculty, staff or visitors.
- Lock room doors and windows, and close shades immediately.
- Notify a public safety officer of the situation as soon as possible without endangering yourself.
- Notify the officer of the type of disturbance, its location, the number of people causing it, who is involved, any weapon present and your name. Provide as much information as possible.
- Keep persons quiet and away from doors and windows. Consider persons with disabilities who may need assistance.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Maintain a calming influence over your group. Reassure students, faculty, staff and visitors that everything possible is being done to return the situation to a normal condition.
- Notify a public safety officer as soon as possible of any medical emergencies.
- Conduct a count of all persons, and report any missing person to a public safety officer.
- Remain in the secure room until released by a public safety officer.
- If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

BUILDING OR CAMPUS LOCKDOWN RESPONSE

The decision to initiate a building or campus-wide lockdown rests with the Department of Public Safety and PVCC emergency personnel.

Ensure all instructions issued by a public safety officer or emergency personnel are followed immediately.

A lockdown consists of moving all students, faculty, staff and visitors off the grounds and into the buildings, securing all entrances and denying access to any unauthorized persons.

Always begin the lockdown procedure *immediately* following the notification.

Cancel all outdoor activities until approved otherwise by the Department of Public Safety.

No person should leave a building under a lockdown order.

The building or campus lockdown will remain in effect until cancelled by a public safety officer or PVCC emergency personnel.

MEDICAL EMERGENCY

MAIN CAMPUS

Report all medical emergencies occurring on campus to the Department of Public Safety at 434.981.6362 or call 911.

Always determine and report if the person is conscious or unconscious.

A public safety officer will be dispatched to the scene.

All public safety officers are trained in first aid, CPR and AED (Automated External Defibrillator) use.

The public safety officer will call 911 whenever necessary, if another caller has not already placed the call.

The person reporting the emergency must stay on the telephone line until released by the 911 communications officer (dispatcher) in order to assure that all necessary information is completed.

The responding public safety officer may provide first aid until the EMS squad arrives.

The EMS will take over treatment of injured or sick persons and transport them to a local hospital, whenever necessary.

Students, faculty, staff and visitors needing treatment beyond first aid will be sent to a local medical establishment or hospital for treatment.

OFF-CAMPUS SITES

Call 911 and request an EMS unit.

Report accident or illness incidents to the Department of Public Safety immediately after the situation is under control. An incident form is required following any accident or illness. The form can be found on the PVCC web site, www.pvcc.edu

POWER OUTAGE

Immediately contact the facilities manager at 434.961.5447 to report an outage to any room, building, or area on campus.

Notify the Department of Public Safety at 434.961.5319 or cell phone number 434.981.6362

All PVCC buildings are equipped with automatic standby electrical generators that will provide for minimal lighting.

Open blinds to let in outside light.

Turn off electrical equipment or appliances that may be damaged or cause damage once power is restored, i.e., computers, monitors, cooking equipment, etc. Those in a shop or lab should turn off gas burners or

equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.

Remain where you are unless directed by a public safety officer to relocate or evacuate.

If the situation could expose students, faculty or staff to danger, implement the appropriate emergency procedures, i.e., evacuate to another building or move outside to a safe location.

If an evacuation is ordered, building occupants will be directed to the nearest exit and should remain at least 500 feet from the building. Designated building safety area coordinators will assist in directing the evacuation.

Consider persons with disabilities who may need assistance evacuating.

Report to the Department of Public Safety any missing person and where they were last seen.

SUSPICIOUS PACKAGES AND ENVELOPES

WHAT TO DO IF YOU FIND A SUSPICIOUS PACKAGE OR ENVELOPE

Never touch any package that is suspicious! Do not attempt to move or open as it could explode or spread.

Isolate the suspicious package by evacuating the room and locking the door, if possible.

If the suspicious package is discovered while handling, avoid dropping, throwing or any other abrupt shock movement. This can cause detonation of certain devices. Gently set the package down.

Call the Department of Public Safety immediately from a safe location. **Important: Do not use a radio or cell phone within 100 feet of the object.** Describe what the package looks like and its location.

Evacuate others in the area by following established evacuation procedures. Consider persons with disabilities who may need assistance evacuating.

If you have had direct skin contact with the package, wash hands, arms, etc. with soap, and rinse with a plentiful quantity of water for 15 minutes.

Account for any missing person. Always notify a public safety officer of any missing person when evacuating an area.

Always follow precautionary directions given by College authorities.

EXAMPLES

Package or envelope discovered with a suspicious powdery substance on the outside.

Package or envelope received unexpectedly or sent by someone unfamiliar to you.

Excessive postage, handwritten or poorly typed addresses, incorrect titles or titles with no names, or misspelling of common words.

Package or envelope addressed to someone no longer with the College.

Outdated postmarks.

No return address or one that cannot be verified as legitimate.

Return address not consistent with postmark.

Unusual weight, given package size; lopsided or oddly shaped.

Unusual amount of tape, string or other wrapping material.

Marked with restrictive endorsements, such as "Fragile", "Personal", "Confidential", or "Rush-Do-Not-Delay."

Strange odor, stains or noises (rattling, clicking, etc.) Appears to contain electrical wire or aluminum foil.

TORNADO / HURRICANE / SEVERE WEATHER

DEFINITIONS

Weather Watch is issued by the National Weather Service when severe weather conditions are possible in the area.

Weather Warning is issued by the National Weather Service when severe weather has been sighted in the area.

HAZARDOUS WEATHER CONDITIONS

The Department of Public Safety constantly monitors severe and changing weather conditions. Whenever weather conditions reach the point that they could affect our campus, a decision to postpone or cancel classes may be announced.

Announcements are available and will be posted on the web site, www.pvcc.edu, and a text/e-mail alert will be sent via e2Campus emergency notification system. Local television and radio stations are also notified.

Should weather become severe after the College opens, impending closing announcements will be made by College authorities.

TORNADO/HURRICANE WARNING

When the National Weather Service issues a tornado or hurricane warning, the Department of Public Safety will monitor its path. If the College is near or within the projected path, the College will take every precaution necessary to ensure that all students, faculty, staff and visitors remain safe and informed.

During immediate hazardous weather, such as a tornado, persons already inside should shelter in place since it will be safer to remain in place than to venture outside to move to another area. Persons outdoors should move inside the nearest building and seek shelter in the interior of the building away from doors and windows.

In the event of slow-moving hazardous weather, such as a hurricane, persons should plan to

shelter in place.

Always listen to and follow instructions given by the Department of Public Safety or alert messages.

TORNADO/SEVERE WEATHER SHELTER ROOMS

SEVERE WEATHER SHELTER AREAS

All persons should move to an interior hallway, restroom or other interior room without windows.

MAIN CAMPUS

Keats Building (490 College Drive): Upper and Lower Hallways, Restrooms

Main Building (501 College Drive): 155, 158, 159, 160, 174, 175, 248, 249, 251, 252, 607, 701, 813, 822, 823, 832, 834, 849, 850

Stultz Center for Business & Career Development (600 College Drive): 100, 101, 109, 111, 113, 119, 131

V. Earl Dickinson Building (400 College Drive): 102, 106, 129, 130, 132, 222, 223, 226

These rooms are designated with the words “severe weather shelter area” on the room number signs as well as posters outside of the rooms.

OFF-CAMPUS SITES

Jefferson School: PVCC’s designated “safe rooms” are on the first floor in the family bathroom across from J111, the family bathroom on the left past the Vinegar Hill Café, and through the emergency back hallway to the right of J112.

Giuseppe Center: All persons should move to an interior hallway, restroom or other interior room without windows.

NOTE: Do not return to your office or classroom until an all-clear announcement is issued by a public safety officer or alert messages.

CONTACT INFORMATION

PVCC DEPARTMENT OF PUBLIC SAFETY AND CAMPUS POLICE

M. CHRIS WYATT, INTERIM CHIEF OF POLICE

EMERGENCY NUMBER

911

EMERGENCY PUBLIC SAFETY OFFICER CELL PHONE NUMBER

434.981.6362

OR

SPEED DIAL 1 FROM CLASSROOM PHONES

DEPARTMENT OF PUBLIC SAFETY AND CAMPUS POLICE

OFFICE PHONE NUMBER

434.961.5319

APPENDIX A – PVCC TITLE IX POLICY

PIEDMONT VIRGINIA COMMUNITY COLLEGE

XII – SAFETY AND SECURITY POLICIES

XII – 20.0 Sexual Violence, Domestic Violence, Dating Violence, and Stalking Policy #: XII- 20.0

Effective: November 2014 Revised: July 2015

Responsible Dept.: Instruction and Student Services

A. **Notice of Nondiscrimination.**

As a recipient of federal funds, Piedmont Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is the Director of Human Resources, whose office is located in Room M810A on the Main Campus, and may be contacted by phone at 434 961-5245.

B. **Policy.**

Piedmont Virginia Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

C. **Purpose.**

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

D. **Applicability.**

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint

or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

E. Definitions.

Advisor: An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

Campus: The term “campus” refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College’s educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

Complainant: A complainant refers to an individual who may have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

Consent: Any sexual activity or sex act committed against one’s will, by the use of force, threat, intimidation, or ruse, or through one’s mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

Physical helplessness means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence is 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, which includes a current or former spouse a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Respondent: A respondent refers to the individual who has been accused of violating this Policy.

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also is any employee who a person reasonably believes

is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his/her employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. Any employee with supervisory authority is a responsible employee. A responsible employee shall not be an employee who, in his/her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

Sexual Assault: Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

Sexual Exploitation: Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

Hostile Environment: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or 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.

Third Party: A third party is any person who is not a student or employee of the College.

F. Retaliation.

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or the PVCC Department of Public Safety and Campus Police.
2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found on the College website. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

Piedmont Virginia Community College Title IX Campus Resources
Title IX Coordinator: Human Resources Manager
Main Campus, Room M810A
434 961-5245

After normal business hours, members of the campus community should report alleged violations of this Policy to the PVCC Department of Public Safety and Campus Police.

3. There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

H. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator to notify law enforcement if they wish. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's investigation will not be precluded

or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

I. Confidentiality and Anonymous Reports.

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

3. If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;
- Whether there have been other similar complaints of against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an investigation even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant's request for no further action.

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. If it is determined by the law enforcement representative of the review committee that the disclosure of the information, including the personally identifiable information, is necessary to protect the health or

safety of the alleged victim or other individuals, the College immediately will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act sexual violence would constitute a felony sexual assault, within 24 hours 6 of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I (4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

6. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

J. Amnesty.

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

K. Timely Warnings.

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to every extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

L. Interim Measures.

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however,

the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

3. The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

M. Sexual and Domestic Violence Procedures.

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact the PVCC Department of Public Safety and Campus Police.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For 24 hour a day professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238 or the Sexual Assault Resource Agency's hotline at 1-434-977-7273.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - Tell someone all the details you remember or write them down as soon as possible.
 - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

N. Written Notification of Rights and Options.

Members of the campus community who report incidents of sexual assault, domestic violence, dating violence, or stalking, or who is accused of committing such acts, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including the (i) the available law enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College's policies; (v) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.¹

O. Support Services.

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.
2. For more information about available resources, go to: www.pvcc.edu.

P. Education and Awareness.

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:
 - A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
 - The definition of domestic violence, dating violence, sexual assault, and stalking;
 - The definition of consent;

¹ The information required by the Campus SaVE Act is included in this Policy: (a) possible sanctions or protective measures that the College may impose following a final determination of a disciplinary procedure regarding sexual violence, domestic or dating violence, or stalking (b) procedures individuals should follow if sexual violence, domestic or dating violence, or stalking has occurred; (c) procedures for disciplinary action in cases involving sexual violence, domestic or dating violence, or stalking, including a clear statement that the College's proceedings shall provide a prompt, fair, and impartial investigation and resolution; (d) information about how the College will protect the confidentiality complainants; (e) written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and (f) written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Therefore, Colleges may fulfill this requirement by providing anyone who makes a report a copy of this Policy.

- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

Q. Resolution of Complaints.

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process. 2. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution.

R. Formal Resolution Process.

1. Complainant's Initial Meeting with the Title IX Coordinator.² As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing.

At this initial meeting, the Title IX Coordinator will:

- Provide the complainant a copy of this Policy;
- Provide the complainant with a Complaint Form, if necessary;
- Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
- Explain avenues for formal resolution and informal resolution of the complaint;
- Explain the steps involved in an investigation;
- Discuss confidentiality standards and concerns with the complainant;
- Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- Refer the complainant to campus and community resources, as appropriate; including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the College has entered into a memorandum of understanding
- Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes.
- Discuss the right to a fair and impartial resolution of the complaint.

² The College may request a meeting with a third party complainant, but it may not require his or her attendance.

k) Discuss the College's obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

2. Respondent's Initial Meeting with the Assigned Title IX Coordinator.³ As soon as is practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator will:

- a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
- b) Provide the respondent a copy of this Policy;
- c) Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain the College's procedures for formal resolution and informal resolution of the complaint;
- e) Explain the steps involved in an investigation;
- f) Discuss confidentiality standards and concerns with the respondent;
- g) Discuss non-retaliation requirements;
- h) Inform the respondent of any interim measures that may be imposed on the respondent;
- i) Refer the respondent to campus and community resources, as appropriate
- j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes.
- k) Discuss the respondent's the right to due process and a fair and impartial resolution of the complaint; and
- l) If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or withdraws while under investigation, and that the investigation will continue in the respondent's absence while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all the evidence.

3. Title IX Coordinator's Initial Determination. a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

b) In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.

4. Appointment of the Investigator and Conduct of the Investigation. a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) 3 The College may request a meeting with a third party respondent, but it may not require his or her attendance. 11 workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

c) In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.

d) The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

e) Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties' responses thereto shall be part of the record.

f) The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged victim if different from the complainant;

- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
- The outcome of the investigation.

g) The investigator will forward the written investigative report to the Title IX Coordinator.

h) The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence shall not end the College's investigation and resolution of the complaint. The College shall continue the investigation as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of PVCC's sexual misconduct policy." After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation to "Withdrew while under investigation and subsequently found responsible for a violation of PVCC's sexual misconduct policy. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

S. Determination of Title IX Coordinator and Corrective Action Report.

1. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

4. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative

report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below.

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Vice President for Instruction and Student Services. Within ten (10) workdays, the Vice President shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged 13 forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

6. If the respondent is an employee, the Title IX Coordinator will forward the reports to Vice President for Instruction and Student Services. Within ten (10) workdays, the Vice President for Instruction and Student Services shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).⁴

7. If the respondent is a third party, the Title IX Coordinator will forward the reports Vice President for Instruction and Student Services. Within ten (10) workdays, the Vice President for Instruction and Student Services shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.

8. The Title IX Coordinator will advise the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the respondent does not contest the finding or recommended sanction(s), the respondent shall sign a statement acknowledging such. The signed statement shall be part of the record.

T. Informal Resolution.

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.

⁴ The complainant shall not receive information that would constitute personnel records; however, the College will take appropriate steps as necessary to protect the safety of the complainant while also complying with state law and policy.

2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.

4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

U. Sanctions & Corrective Actions.

1. The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a noncontact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.

a. If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of PVCC's sexual misconduct policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

b. If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of PVCC's sexual misconduct policy." Students are strongly encouraged not to withdraw and to participate in the investigation and resolution of the complaint.

c. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript. d. Notations on academic transcripts

regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.

3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.

4. Third parties, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

5. Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.

6. Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

V. Appeals.

1. Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Individuals must submit a written request for appeal to the Vice President for Finance and Administrative Services within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).

2. Within five (5) workdays of receipt of the written request for appeal, the Vice President for Finance and Administrative Services shall notify the parties whether the appeal is granted. This decision is final and may not be appealed. If the appeal is granted, the parties shall be notified in writing. The Hearing Committee Chair will be notified to schedule a hearing when the parties are notified that the appeal has been granted. The Hearing Committee Chair will notify the parties of the time and place of hearing before the Hearing Committee concurrently. Such hearing typically will be scheduled within fifteen (15) workdays of the decision to grant the appeal. If an extension beyond fifteen (15) workdays is necessary for good cause, both parties will be notified of the expected time frame concurrently.

3. Within five (5) workdays of scheduling the hearing, parties must submit a written statement to the Hearing Committee Chair that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; and (iii) requests a specific remedy. A party not appealing the findings or sanction(s) may choose not to submit information. If a non-appealing party elects not to participate in the hearing, the Hearing Committee shall use evidence and statements from the record.

4. The Hearing Committee Chair shall provide the witness list and copies of any documents that will be used as evidence at the hearing to each party no later than five (5) workdays prior to the hearing.

5. The Title IX Coordinator shall forward the written investigative report and the written corrective actions report to the Chair of the Hearing Committee as soon as possible, but no later than ten (10) workdays prior to the hearing.

6. Each party may retain an attorney at his or her own expense or designate a non-attorney advisor to accompany him or her at the hearing. If either party has retained legal counsel or a non-

attorney advisor, the party must immediately notify the Hearing Committee Chair of such and provide contact information. The role of the attorney or advisor for the parties shall be limited to advice and consultation with the parties or the parties' witnesses. Attorneys and advisors may not question witnesses, raise objections, or make statements or arguments to the Hearing Committee at the hearing. If either party is represented by an attorney, the College may receive assistance from the Office of System Counsel of the VCCS System Office.

7. The Hearing Committee Chair shall preside over the hearing. The rules of evidence shall not be strictly applied. All evidence and testimony relevant to whether a violation of this Policy occurred and whether the grounds for appeal are met by a preponderance of evidence shall be considered. The hearing shall be conducted in a fair and impartial manner. The Hearing Committee Chair and its members will question the parties and witnesses. The parties may not question one another. The Hearing Committee Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

8. The past sexual history of either party with anyone other than each other is not admissible. Either party may call character witnesses, however.

10. The Hearing Committee Chair will arrange for the hearing to be recorded. Each party will receive a copy of the recorded hearing upon request. Parties may prepare a transcript of the recording at their own expense.

11. Within ten (10) workdays of the hearing, the Hearing Committee Chair will submit a written decision to the parties, the Title IX Coordinator, and the president of the College, concurrently. The decision shall include: (i) a description of the grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee's decision to uphold or reject the findings of the 16 written investigative report and/or the sanction(s) and the rationale for such determination; (iv) if the written investigative report's findings and/or sanction(s) are rejected, the findings of the Committee and resolution.

12. Either party may appeal the Hearing Committee's decision to the president of the College. The president's decision is final.

W. Academic Freedom and Free Speech.

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

X. False Allegations.

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

Y. Consensual Relationships.

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Z. Record Keeping.

The Title IX Coordinator shall maintain, in a confidential manner, for at least five (5) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, written corrective action reports, review committee records, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

AA. This Policy shall be forwarded to the VCCS Office of System Counsel in July of each year to be reviewed and updated as necessary.⁵

⁵ The State Board must certify to SCHEV by October 31 of each year that the policy has been reviewed and updated as appropriate