



Year 2016

Annual Security Report

OUR COMMUNITY and OUR SAFETY

**In compliance with the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics*, Higher Education Opportunity and Campus SaVE Act:
Published - **September 8, 2016****

Safety and security on the College campus is a natural source of concern for parents, students and College employees. Central Virginia Community College (CVCC) and the surrounding area is perceived to and does have a relatively low violent crime rate, however personal safety is dependent on every individual taking responsibility for him or herself, as well as for the community at-large. This document is provided annually in compliance with the Clery Act and the Violence Against Women Act of 2013 (also known as the Campus SaVE Act). CVCC crime statistics are available in the Department of Public Safety and Police. The log contains the nature, date, time, general location and status of crimes and is available for review by the public upon request. Requests for inspection of police logs will be honored upon request immediately or within two business days. If requested, a copy of the Annual Security Report (ASR) will be provided at no charge to the requestor.

CVCC is actively engaged in activities to enhance the safety of its students, employees, visitors and the security of its personal and physical property. A professionally trained and supervised police force is charged with campus safety and security but all staff and students share in the responsibility of making the CVCC campus a safe place to study, work or visit. Staff and Students, as members of the CVCC community, are encouraged to report crimes, conduct violations, and incidents in a manner consistent with the expectations of the code of conduct. Emergencies, crimes, or suspicious activity should be reported immediately to Public Safety/Campus Police and, or when applicable, to any Campus Security Authority members. Confidential crime reports or suspicious activity may be made in person or via the comment /complaint form at: <https://centralvirginia.edu/Campus-Life/Safety-Security/Campus-Police/Comment-Complaint> The purpose of a confidential report is to comply with an individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the individual and the CVCC Community. With such information, the College can keep accurate records of the number of incidents involving students or staff, determine where there is a pattern of illegal or improper activity with regard to a particular location, method, or assailant, and if necessary alert the campus community to potential danger. Reports filed in this manner may be counted and disclosed in the annual crimes statistics for the institution. The college and CVCC Police Department encourages anyone who is the victim, witness or otherwise made aware of a crime to promptly report the incident to the police or a campus security authority. Notice can be made by calling 911, 9-911 from campus phones or campus police at 434-832- 7000 or visiting the public safety office in Amherst 2605.



Police Protection

CVCC provides full-service police protection to the campus community through its Office of Public Safety and Police. The jurisdiction of the college police includes, but is not limited to the main campus, off-site centers and any properties controlled, leased, rented or managed by CVCC. The main campus consists of 104 acres and 10 buildings, an Athletic Field, Tennis Court, Hiking Trail and Parking lots. The sworn and commissioned full-time police officers with comprehensive arrest and investigative powers are augmented by a combination of part-time police officers and campus security officers, the emergency management coordinator, and several dispatchers and support staff that perform administrative duties. The staff is augmented by recorded video via surveillance cameras that monitors the main campus and some off-site centers 24 hours a day, seven days a week as well as provides coverage during special events.

All CVCC Police Officers have completed the mandated Department of Criminal Justice Services (DCJS) training through one of the state criminal justice programs and have participated in specialized training in such areas as crime prevention, AED/CPR, Active Shooter Response, internet crimes investigation, first-aid, adult mental health, autism awareness, breath alcohol operator, crisis intervention training, defensive tactics, juvenile investigations, gang and terrorism awareness, substance abuse recognition, sexual assault and threat assessment issues and VCIN Operations. All CVCC Security Officers are DCJS certified as Campus Security Officers and receives training in AED/CPR and First Aid. Campus Security Officers do not carry weapons and do not have arrest or investigative powers.

In addition to primary patrol, investigative and emergency management assignments, the department staff conducts a variety of crime prevention programs on topics such as responding to disruptive or dangerous persons, self-defense, securing personal property, sexual assault prevention, responding to campus emergencies and substance abuse as part of the college's comprehensive crime prevention efforts. Officers have jurisdiction and are required to conduct and document frequent and random checks of all main campus properties to include academic, administrative and support buildings, parking areas and athletic facilities. The CVCC community is encouraged to protect their personal property by keeping items secured, maintaining a detailed inventory of valuable items, maintaining adequate personal insurance and marking their property. You are encouraged to engrave an easily identifiable number on your valuables, (ex: CVCC123456789) do not use your social security number. CVCCPD coordinates or offers the community the following services or programs: Engraver- personal property program, Finger-printing for employment, Personal Escorts, Personal Safety programs and Security presentations, Motorist Assist, and Lost and Found. Contact the public safety office at 434-832-7700 to participate in any of the aforementioned services.

The college police department maintains and utilizes Automatic External Defibrillators (AEDs). All sworn police officers, security and dispatch personnel within the department have been trained on the proper use of AEDs and basic life support techniques (Cardio-pulmonary Resuscitation-CPR). Additionally, public use AEDs are located in the common areas of several buildings. All campus police officers are graduates of one of the affiliated regional criminal justice training academies, having completed 480 or greater hours of a police basic performance-based training program, and are mandated to complete 40 hours of in-service training biennially. All are certified by the Virginia Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of aerosol sprays, batons, and various style firearms. Officers carry standard issued or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and/or certification at a local firing range. The authority, responsibility, and training of CVCC law enforcement personnel are the same as required of any deputy sheriff or police officer in Virginia. Their jurisdiction includes all college-owned, leased, managed or controlled CVCC properties, the adjacent streets and sidewalks and they have Mutual- Aid Agreements with Amherst Sheriff Office, Blue Ridge Regional Jail, Lynchburg Police Department, Virginia Alcohol Beverage Control Law Enforcement Bureau, Virginia State Police and Lynchburg Sexual Assault Response Team. Additionally, CVCC Public Safety/Police Department have operational memorandums and works closely with the Liberty University Police and Lynchburg Emergency Services. In accordance with VA Code 23.234 the Mutual- Aid Agreements are formal documents that outlines the terms in which the respected agency(s) has agreed to assist CVCC with reasonable investigatory support or other assistance as requested, for reports of any felony sexual assault, medically or unattended deaths or any death resulting from an incident on CVCC property.

Personal Safety Tips

During presentations to students, staff, and community members as well as in special programs/trainings provided to enhance personal safety and security, individuals are encouraged to take the following personal safety tips most seriously:

- Trust your instincts; if the place or situation does not feel right, it probably is not.
- Avoid working or studying alone in a building or any unsecured location at night.
- Use well illuminated routes; avoid shortcuts and isolated areas when walking after dark.
- Do not walk alone after dark – request an escort.
- Carry a whistle or other noisemaker to use in an emergency or a potentially dangerous situation.
- Avoid being distracted by using your cellphone, laptops or other devices in public.
- Never prop open exterior doors, allow others to tailgate or provide unauthorized or unknown individuals access.
- Never attach your name or address to access/ID cards or keys, if lost or stolen they may compromise your safety or lead to theft.
- Immediately report lost or misplaced access/ID cards and keys to campus police.
- Keep vehicle in good operating condition and doors locked.
- Refrain from driving while intoxicated or consuming alcohol or drugs and/or riding with others that do.
- Refrain from using and/or overindulging in alcohol or drugs, or consume a drink that has been left unattended
- Do not leave property unattended, even for short periods.
- Engrave valuables and keep secured or out of sight.
- Immediately report suspicious or criminal activity and report all crimes to police.
- Be familiar with surrounding and know the quickest escape routes.

- Sign-up for the emergency text message alerts and heed all warnings issued.

Emergency Notification

CVCC is committed to the immediate notification of the campus community upon confirmation of a significant emergency or potentially dangerous situation involving an immediate threat to the health and safety of students, staff or visitors occurring on campus, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The CVCC Police has the initial responsibility for emergency notification activations upon confirmation that a credible, imminent and/or verifiable threat, has, is, or likely will occur. The college has several pre-scripted text and voice messages on its multiple mass-communication systems, Alertus devices, code blue light phones, code blue devices, desktop alerts, email, TV monitors and text messaging notification systems. The activation of the system resides with the Chief of Police, Emergency Management Coordinator or the senior Law–Enforcement officer on duty at the time of the event. If time allows, the decision to activate may be the result of collaboration between the senior police official and others to include the Vice President of Academic and Student Affairs and/or the Vice President of Financial & Administrative Services. The following are non- exhaustive examples of incidents that may generate an emergency notification, as they may pose an immediate and/or significant threat to the campus community: Armed Intruder, Bomb Threat, Chemical or Hazardous Material incident, an Explosion/Fire or Severe Weather.

The comprehensive mass-communication system includes the following components, which may be activated independently or in-conjunction with each other based on the circumstances, to notify the College community of the existence of an emergency, and provide updated information as necessary throughout the duration of any incident:

Alertus devices, emergency equipment, blue light phones, code blue devices, desktop alerts, e- mail, text, TV monitor displays, Facebook, weather radios and CVCC web page.

CVCC currently utilizes an Alertus device system that produces an audible signal and flashing lights to warn students, staff, and visitors on campus of actual and/or impending emergency situations or hazardous condition. Thirty- eight (38) Alertus Devices, thirty (31) code blue devices/light phones are located throughout the main campus and the off-campus properties. And CVCC utilizes seventeen (17) TV monitors that display the alert message and information when the e2campus mass notification system is activated for an emergency notification or warning. Also, severe weather is monitored via various weather services and the use of NOAA weather radios in the public safety and within various offices in each campus academic /administrative building. Additionally, CVCC utilizes seven (8) (department controlled and/or public access/use AED's), 2 (EVAC Chairs), fire suppression systems in both campus cooking/kitchen locations and has fire extinguishers and smoke detectors strategically located through-out its facilities. And severe weather is monitored via the National Weather Service and NOAA weather radios in various campus buildings and offices.



FORMS OF ALERT/MASS COMMUNICATION/NOTIFICATIONS

SMS TEXT MESSAGING –Members of the CVCC community can and are encouraged to register to receive text messages over their cell phones, pager and/or e-mail account during a campus emergency through use of the following link: <https://www.e2campus.net/my/cvcc/signup.htm>

The community is encouraged to sign-up for the alert notifications via blast emails, posters and during SDV and safety/security presentation to staff and students.

BLAST E-MAIL – e-mail will be distributed to the inbox of all members of the CVCC community with an email account to warn them of a campus emergency. Blast email gives the College the ability to expeditiously reach the entire campus community with critical information in the event of an emergency.

CVCC FACEBOOK and WEBSITE – The site, <https://centralvirginia.edu> will provide visitors information and updates. The College may also utilize the Campus Information Phone line (434.832.7600), Police loudspeakers, and/or PA system in the patrol vehicle and Building Coordinators to make notifications. Systematic tests of the Emergency Notification Systems are routinely conducted. The tests are announced to the campus and off-campus sites via a blast email. All members of the CVCC community are instructed to dial 911, (9-911 from campus phones) or notify the campus police at 434-832-7700 of any situation or incident on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of the campus community.

Timely Warning Regarding Campus Security Risks

The College distributes timely notices for certain crimes so that students, faculty, staff, and others are made aware of any continuing risk. Information may be disseminated through campus publications; flyers, blast e-mails, website links, and Facebook. In the event that a situation arises, either on or off campus, that, in the judgment of the CVCC Chief of Police and Vice President of Academic and Student Affairs or their designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. A mass e-mailing originating from the Chief of Police and/or Vice President of Academic and Student Affairs will be sent to all students, employees and vendors email accounts. Additionally, if the incident is determined to be an imminent and verifiable threat then the alert/mass notification system will also be utilized to notify the campus community.

CVCC Care & Threat Assessment Team

The 2008 Virginia General Assembly enacted statute 23-9.2:10, which requires public institutions of higher learning in Virginia to establish a violence prevention committee and a threat assessment team. The College Threat Assessment Team (TAT) members meets monthly unless called together to conduct a threat assessment. Threat assessment investigations and internal deliberations are confidential in nature to protect potential victims as well as the privacy of the subject(s) of the investigation. The assessments and reports are not eligible for release under the Freedom of Information Act and are exempt under Va. Code, 2.2-3705.2(4), 3706(F)(1)(3) and 3706(G)(1). The Team is charged with developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the college or individuals engaged in CVCC activities, and is empowered to take timely and appropriate action, consistent with College policy and applicable law. The monthly meetings are utilized to develop/discuss action plans, develop training programs, conduct team training and/or re-evaluate individualized programs or other plans of action. The TAT utilizes a standard protocol and the following steps may be initiated in an evaluation: *Identify the specifics of the alleged threat, Evaluate the seriousness of the threat, Intervene to reduce the risk of violence and follow-up to monitor and re-evaluate effectiveness of the established plan.*

The team members are the CVCC Chief of Police; Dean of Student Services, Dean of Enrollment Management; Human Resources Manager; Vice President for Academic and Student Affairs, Title IX Coordinator or a member of the Counseling Center. Academic Deans and other staff may be included as required for a specific evaluation. Campus Police should be immediately notified regarding any concern of violence or potential threat involving any staff, student or visitor. CVCC has designated the TAT to serve as the Sexual Assault Review (SAR) team as mandated by law. The Care Team meets independently of the Threat Assessment Team (TAT) and address or aid students regarding his/her academic, emotional, medical, social or personal concerns or needs. Additional Information regarding the TAT at: <https://centralvirginia.edu/Campus-Life/Safety-Security/Threat-Assesment-Team>

Access and Security

The Department of Public Safety/Police works closely with Facilities Management to maintain safety and security in campus buildings. Walkways, parking lots, and areas around campus buildings are lighted and campus facilities and safety/security systems are inspected at regularly scheduled intervals. Safety hazards should be reported immediately to Public Safety at X 7700 or Facilities Management at X 7736.

The main campus and off- campus sites are monitored with the use of 167 video surveillance cameras strategically placed throughout CVCC controlled, owned, leased and managed campus buildings and some external locations. The cameras are not routinely observed in live/real-time but is recorded for playback. However, live viewing is occasionally performed for a specific incident or investigative purposes at the direction of the Chief of Police. The majority of the main campus buildings are controlled by an access card system. To maximize safety and security, students and staff who lose or misplace his/her access card(s) are encouraged to report it immediately to the Office of Public Safety/Police. The access/entry card authorization will be deactivated to minimize the potential of an unauthorized use of a found card. A replacement card can be obtained from CVCC Library during normal-business hours. CVCC policy informs contractors, technicians and vendors to report to the Public Safety/Police Office for identification purposes and instructions, prior to initiating work on the campus.

Emergency Call-Devices/Blue Light Phones

CVCC utilizes twenty-one (23) call devices that have direct connection to Campus Police within the interior of buildings on the Main campus and off-site locations. The devices should only be used for emergencies/urgent calls as Campus Police will provide an emergency response when the boxes are activated. The devices will be transferred to the appropriate 911 center if campus police do not answer in four rings. The code blue devices at the Appomattox, Amherst and Bedford Centers directly connect to the respective local police/sheriff offices. Also, the devices speaker systems will be used to broadcast a voice message in the event of an emergency.



Emergency Management Procedures

The Public Safety Department will coordinate and conduct a minimum of two announced emergency notification/response drill/exercise during each academic year. Additionally, a tabletop exercise, workshop and/or scenario based discussion is conducted with senior administrators and designated emergency response staff members. An after action report (AAR) will be completed by the Emergency Management Coordinator and shared with senior college administrators after each drill, exercise, alert notification systems test or any actual significant campus emergency event. All public safety staff members and campus administrators/staff designated to the Incident Management Team (IMT) have completed the basic ICS/NIMS courses and manage campus events or situations in accordance with the ICS protocol. IMT members are charged with directing the overall response, management and recovery efforts for significant emergency campus incidents. Emergency Management/Response procedures to include but not limited to active shooter event, evacuation, shelter-in-place and secure-in-place/lockdown protocols are shared with the campus community via the use of blast emails, website posting and during convocation, SDV classes, course syllabus and via other safety and security presentations: <https://centralvirginia.edu/Campus-Life/Safety-Security/Emergency-Preparedness>

Emergency and Campus Police Telephone Numbers

In the case of an emergency 911 may be reached from most cell phones or by dialing 9 then 911 from campus phones. These calls are answered by the Lynchburg Emergency Operations dispatchers. The on-campus emergency number is (832-7700), which directly connects any campus phone with the campus police department. Campus Police is available to cell-phones and other non-campus phones by dialing 434-832-7700.

The emergency number above can be used when fire, police, medical or emergency response is required, but the use of **911** or (**9-911** from campus phones) is strongly encouraged when immediate assistance is required during emergencies.

EMERGENCY	911 / 9-911
CAMPUS EMERGENCIES	434-832-7700

LYNCHBURG POLICE	434-832-6050
APPOMATTOX SHERIFF'S OFFICE	434-352-8241
TOWN OF BEDFORD POLICE	540-586-7827
AMHERST TOWN POLICE	434-946-9300
VIRGINIA STATE POLICE, APPOMATTOX FIELD OFFICE	434-352-7128

OTHER IMPORTANT TELEPHONE NUMBERS

VICE PRESIDENT FOR ACADEMIC AND STUDENT SERVICES	434-832-7656
DEAN OF STUDENTS	434-832-7891
EVENING ADMINISTRATOR	434-856-0263

Alcohol and Drug Violations

CVCC is committed to work against the illicit use of drugs and alcohol among students and employees. CVCC police officers enforce all Virginia laws and college policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs, including the following: Individuals must be 21 years of age to buy, possess or drink alcoholic beverages, alcoholic beverages may not be sold or furnished to any person who at the time of sale or exchange is visibly under the influence of alcohol; falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law; drunkenness and possession of open containers of alcohol in public areas are prohibited by law; the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs in the work place is prohibited; impairment in the work place from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) is prohibited; alcoholic beverages may not be possessed, distributed or consumed at events open to the general College community and held on College property, except when specific approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and College alcohol policy. No student shall possess or distribute an illegal drug as defined by Virginia's Drug Control Act. Such possession or distribution is prohibited in any building or on any property owned or operated by CVCC. Possession is defined to include any area or property for which the student is responsible. Convictions for violations of these laws could result in fines, loss of driver's license, and/or imprisonment. CVCC sanctions may include penalties ranging from fines to suspension from the College. The College's established procedure for student discipline would be applied to any student suspected of violating this drug and alcohol policy. If the suspected student is found responsible of the offense, the student would be subject to the following action as outlined in the student handbook: A one-year suspension for being found guilty of selling illegal substances on campus; <https://centralvirginia.edu/Student-Support/Catalogs>

1. A one-semester suspension for being found guilty of the possession of illegal drugs on campus;
2. A one-semester suspension for a student found guilty of a possession of alcohol on campus; and,
3. A suspension or probation period to be determined by the Student Conduct Committee for a student who is in possession of alcohol on campus and exhibits unruly or disorderly conduct on the campus or at a student function at which alcohol is served.
4. Appropriate action will be taken when a student receives due process through the Student Conduct Committee.

CVCC strives to maintain a safe, healthy and efficient workplace free from drug and alcohol abuse. The College complies with federal and state regulations pertaining to the abuse of controlled substances including the *Drug-Free Workplace Act of 1988*, the *Drug-Free Schools*

and Communities Act of 1989 and the Commonwealth of Virginia Policy on Alcohol and Other Drugs. The Federal *Drug-Free Workplace Act* requires that the college inform employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned or university-owned, controlled or leased property, or the site where state work or university work is performed. Additionally, drunken or disorderly behavior on property owned or controlled by CVCC or at functions sponsored or supervised by the College is prohibited.

The following are the primary locations and properties owned, controlled or leased by CVCC.
Main Campus, 3506 Wards Road, Lynchburg VA 24502
Amherst Center, 200 Richmond Highway, Amherst VA 24521
Appomattox Center, 136 Carver Lane, Appomattox VA 24522
Bedford Center, 1633 Venture Boulevard, Bedford VA 24523
Region 2000 Work Force Center, 2323 Memorial Avenue Suite 25, Lynchburg VA 24501

Any employee who violates these prohibitions will be subject to disciplinary action up to and including discharge, and/or required to satisfactorily participate in a drug abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify his/her supervisor of any criminal drug statute conviction no later than five days after such conviction. CVCC wishes to provide all reasonable assistance to faculty and staff in dealing with alcohol and drug problems. The imposition of disciplinary sanctions will occur only after an individual is offered an opportunity to correct and fails to effectively deal with his or her problem or where the employee has committed a serious violation of College policy or Federal and/or State law. The Commonwealth of Virginia Drug and Alcohol Policy can be viewed at:

<http://www.dhrm.virginia.gov/hrpolicies#>

The DHRM provides assistance and training for state employees and information can be viewed at: <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>

Crime Prevention and Personal Safety/Security Programs

These programs are provided through a cooperative effort between public safety, counseling, and the Student Activities and Title IX Coordinator are conducted throughout the academic year.

Rape Aggression Defense (R.A.D.)

This program is taught to female students and faculty/staff members and is an education and self-defense class. This is a 12-hour course is provided each fall/spring semester.

Alcohol Awareness/Beer Goggle Training

This class talks about the laws of drinking and driving. The students are put through a course while wearing goggles that simulate being under the influence of alcohol.

Civilian Response to Active Shooter Events (CRASE)

This program provides staff and students information regarding how to respond to an active shooter event that occurs at any venue.

HAVEN

This online program addressing the critical issues of sexual assault, relationship violence, stalking, and sexual harassment is provided to students each fall semester and with coordinated efforts throughout the year for new students and new and returning faculty and staff.

Recognizing and Responding to Disruptive and/or Threatening Students

This program provides staff information regarding de-escalation techniques and methods to effectively respond to situations that are disruptive or threatening in nature.

Student Development (SDV)

This course assists new students in the transition to college. It provides overviews of college policies, emergency response procedures, campus safety and security protocols,

safety equipment and information, personal safety information, curricular offerings and other college resources available to students.

Sexual Violence Elimination Act (SaVE)

This program provides information regarding best practices for preventing and responding to sexual violence to include but is not limited to dating violence, domestic violence, sexual assault, and stalking to include information on safe and positive options for by-stander intervention's, counseling options, disciplinary procedures, victims' advocacy and rights and recognizing warning signs of abusive behavior.

Surviving a Campus Tragedy

This interactive presentation provided to both staff and students participants and covers potential campus incidents with a focus on active shooter/dangerous person response. It provides information and scenarios that are specific to the CVCC campus.

Missing Student

Suzanne's Law, requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law in 2003 as part of the national "Amber Alert" The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. Suzanne's Law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice (CVCC Police will immediately initiate an investigation). At minimum the following actions will be conducted, CVCC Police will attempt to verify whether or not the student has been attending classes, labs, and scheduled organizational or academic meetings or if applicable appearing for scheduled campus work shifts. However, since the student will be an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. CVCC Police will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

Mandated Child Abuse Reporters

In 2012, the Virginia General Assembly with (SB239) added "any person employed by a public or private institution of higher education" to the list of "mandated reporters" set forth in 63.2-1509 of the code of Virginia. The code mandates CVCC employees, whom in their professional or official capacity, have reason to suspect that a child is being abused or neglected are required to report instances of the suspected child abuse and/or neglect to the local Social Services Department or to the Virginia Department of Social Services (DSS), toll-free child abuse and neglect hotline at 1-800-552-7096. CVCC employees are encouraged to report to campus police and/or DSS any activity or incident involving minors, which may be illegal or is harmful to the minor or others.

<http://law.lis.virginia.gov/vacode/title63.2/chapter15/section63.2-1509/>

General Security Procedures

The CVCC campus is well-lighted and improvements in campus lighting are continually being addressed, including additional lightning as determined within parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students. Lighting, shrubbery pruning and other safety evaluations are routinely conducted by members of public safety/police and facilities management staff.

CVCC students, faculty, and staff have general access to academic, administrative, recreational and support facilities on campus. The majority of campus academic, administrative and support buildings are controlled by the access card system. The general public may attend cultural,

educational and recreational events on campus, with access limited to the facilities in which these events are scheduled. The College's trespass policy is enforced by campus police. The College reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are to be considered in violation of criminal trespass (under Virginia code) and are liable for prosecution. Campus Police officers may serve verbal or written trespass notices on nonmembers of the College community present on campus and may make immediate arrests of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person is found on campus property with no legitimate purpose, he or she is subject to immediate arrest. Firearms and dangerous weapons of any type are not permitted in campus facilities, except when carried by bona fide law enforcement officers within their jurisdictions or as otherwise provided under Virginia and federal law. Intentional use, possession or sale of firearms or other dangerous weapons by staff, students and visitors in campus buildings is strictly forbidden and is a violation of College policy as described in the following:

<https://employee.cvcc.vccs.edu/Manual/General/SafetySecurity/Pages/Weapons%20Policy.aspx>

Police Crime Log Information

Crime Log information is maintained by Campus Police and if requested they may at no cost provide a hard copy of Crime and Arrest information for the most recent 60-day period during normal business hours, Monday through Friday, except during legal holidays and during times the college is officially closed. Any portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of crimes reported and/or investigated are:

- If the disclosure is prohibited by law, or
- If the disclosure would jeopardize the confidentiality of the victim.

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- Jeopardize an ongoing investigation,
- Jeopardize the safety of an individual,
- Cause a suspect to flee or evade detection, or
- Result in the destruction of evidence.

The information temporarily withheld from the log for any of the aforementioned justifications will be posted once the possibility of adverse or harmful effects are no longer likely to occur. The crime log includes all crimes or incidents reported to Campus Police for the main campus and off-site locations.

Campus Sex Crimes Prevention Act, Sex Offender Registry and Access to Related Information as amended effective July 1, 2006*

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act (CSCPA) requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State, concerning registered sex offenders, may be obtained. It also mandates that sex offenders, already required to register in a state, provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student. States are under an obligation to advise registrants of these requirements and establish procedures to do so. States are also obligated to notify institutions if a registered sex offender is employed, carries on a vocation, volunteer's services or is a student. The Commonwealth's State Police maintains a system for making certain Registry

information on possessors of child pornography, sex offenders, violent sex offenders and persons convicted of murdering a minor child publicly available by means of the Internet. The information made available includes the offender's name; all aliases that he/she has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his/her date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. This updated information is routinely provided to the CVCC Police and is checked via the campus student, staff and vendor databases. The web site address for obtaining related information in the Commonwealth of Virginia is: <http://sex-offender.vp.virginia.gov/sor/>. The National Sex Offender Registry Web site maintained by the U.S. Department of Justice is found at <http://www.nsopr.gov/>.

All forms of Sexual Violence are a violation of the Standard of Conduct and CVCC policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking:

<https://employee.cvcc.vccs.edu/Manual/General/TitleIX/Pages/Home.aspx>. Students can reduce the risk by maintaining awareness and taking the following precautions,

Don't be a victim:

- Trust your instincts. If you find yourself in a situation where something feels wrong, look for a way out of the situation—move closer to other people or seek out a safe way to get home.
- Don't ignore sudden feelings of mistrust just because you have known someone for a long time. You can't tell if a person has the potential to rape based on past behaviors.
- Never leave a drink unattended or accept a drink that you did not see poured. Date-rape drugs can leave you unable to protect yourself, or even know what is happening to you.
- Take assertiveness training and/or self-defense classes, such as RAD

Don't Be a Rapist:

- Anytime you are uncertain whether your partner is comfortable with your behavior, **ask!** Assume that "no" actually means no, and assume that "I'm not sure" means no.
- Understand that an individual, who is drunk, is not legally capable of giving consent. If the other person is not capable of making an informed decision, then you should assume NO.
- Know the definition of sexual assault. If you think groping or "feeling someone up" is okay, in some cases, you may receive a disciplinary action and/or be arrested.
- Be aware that committing rape has severe consequences and being drunk is not a defense.

Sexual Assault is a crime as well as a violation of the College's Standards of Conduct. Sexual assault survivors are advised to seek medical attention and encouraged to report the crime to the police or College authorities. Staff members are available to assist survivors in accessing medical assistance, counseling, and reporting the incident. To report an incident or receive information or assistance, contact the Campus Police, Dean of Students, Lynchburg Police, any Campus Security Authority (CSA) or the Title IX Coordinator at (434) 832-7802.

If a sexual assault survivor chooses to take further action after reporting the incident, there are several options for adjudication available. In addition to disciplinary action taken by the College (which may result in suspension or dismissal), assailants can be prosecuted under Virginia criminal and civil statutes. Victim assistance is available 24 hours a day through Sexual Assault Response Program, 1.888.947.7273. Medical assistance is available by a Sexual Assault Nurse Examiner (SANE) at Centra Hospital in Lynchburg, VA. Counseling support is available from the CVCC Counseling Center or local mental health professionals. The College's sexual assault prevention efforts include programming for new student orientation as well as educational and awareness events throughout the year.

During presentations to students and other individuals are advised and encouraged to report any offense to campus police and/or a CSA, and that confidential reporting is allowed or permitted.

If a sexual offense should occur, the victim should take the following actions:

- Go to a safe place.
- Call Campus Police or 911.
- Contact others who can help (counselor, family, and/or friends).
- Do not shower, bathe, or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's residence or vehicle, the victim should not clean the area of the assault until the police have had an opportunity to collect evidence.
- Write down all details remembered as soon as possible.
- Tell someone all details remembered about the assault.
- Seek medical and/or counseling assistance, even if you choose not to file charges.

Remember, reporting the incident does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. College code of conduct, criminal prosecution and civil suits are all options available to survivors of sexual assault. If the student conduct process is pursued, both the survivor and the accused may be present during the preceding and may have an attorney and/or adviser present to provide support and advice. Both the victim and the accused will simultaneously be sent a written letter that informs them of the results of the proceeding. Sanctions for sexual assault may range up to and include suspension or expulsion from CVCC. If requested, campus police will assist any victim with obtaining no-contact orders and orders of protection, and will enforce all such orders, to include no-trespass orders, when applicable and when college officials are aware of their existence.

We suggest that survivors receive an exam by a Sexual Assault Nurse Examiner (SANE). SANEs are trained in physical evidence recovery kits (PERKS), examination techniques, forensic practice, how to collaborate with law enforcement officers, and how to present evidence as an expert witness in the courtroom. The SANE exam is an evidentiary exam, not a diagnostic one.

If the survivor does not wish to support a police investigation or declines a forensic exam, she/he will be advised of the importance of the exam should they re-consider at a later date. For the exam, the SANE obtains a brief medical history and may ask details about the assault that will help to know what areas of physical examination are most important for a thorough collection of forensic evidence.

The evidence is collected and packaged in a manner prescribed by the Virginia State Crime Lab. The evidence is labeled and sealed in a box that is remitted to law enforcement, following the rules of chain-of-custody. The Campus Police or the investigating law-enforcement agency is then responsible for carrying the sealed evidence to the crime lab.

Drug Facilitated Assault

Drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well-being and short term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that lasts

up to 24 hours. If one suspects they or someone they know has been drugged and/or assaulted, first, go to a safe place, call police, and go to emergency room for immediate treatment of any injuries and if desired, to be examined by a Sexual Assault Nurse.

Support and Assistance Resources

SEXUAL ASSAULT RESPONSE HOTLINE	888-947-7273
CAMPUS POLICE	434-832-7700
LEAD- TITLE IX COORDINATOR	434-832-7802
VICE PRESIDENT FOR ACADEMIC AFFAIRS & STUDENT SERVICES	434-832-7656
LYNCHBURG SEXUAL ASSAULT RESPONSE TEAM	434-947-7422

Officials with Significant Responsibility for Student and Campus Activities (Commonly known as the Campus Security Authorities/Responsible Persons)

As specified in the Clery Act those considered to be Campus Security Authorities (CSA) are deans (or other senior student administrative personnel), coaches, overseers and advisors to student clubs and organizations, and other campus officials having “significant responsibility for student and campus activities,” not just police and/or security officers. All are subject to reporting annual campus crime statistics of crimes not previously reported to police (professional and pastoral counselors excluded; passages in quotations are taken directly from the applicable Federal Register). Although we encourage the reporting of campus criminal activity directly to the CVCC Police, in some instances members of the campus community may choose to file a report with one of the CSA/Responsible Persons. CVCC officials, who learn about sexual assaults, as well as other crimes, must tell the victims that they can take their complaints to the campus or local police. CVCC officials will help the victims if asked to do so and will assist the student in notifying these authorities, if the student requests their assistance.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to campus Police or one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. However, if reported and/or requested, or is deemed necessary by the college, the victim of sexual violence will be afforded academic or work options and /or other appropriate arrangements to aid them in continuing their employment status or educational pursuits. The Campus Safety and Security Survey Administrator shall be notified of all potential reports to assure that all required incidents are accurately reflected in the Annual Safety and Security Report.

Policy for Reporting the Monthly and Annual Disclosure of Crime Statistics

On or before September 30 of each calendar year a written statement that indicates the updated Annual Safety and Security report is made available and instructions regarding the method to access the report will be provided to the Enrollment Manager and Human Resources Manager for appropriate distribution to prospective employees and students. The Chief of Police will provide the notice to current staff, students and vendors via an email blast.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act (VAWA) which for year 2013 and subsequent years require institutions of higher education to collect and include statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include policies, procedures, and campus programs in the Annual Security

Reports (ASR). The link below provides definitions and updated information regarding sexual violence and other crimes or violation's evaluated and/or is included in the ASR. <https://centralvirginia.edu/Campus-Life/Safety-Security/2014-CleryActASR-CirneDefInfo.aspx>
This report was prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, SaVE and VAWA Acts. The report is updated annually and submitted to the US Department of Education. The crimes in the report are also reported to the Virginia State Police's (IBR) and the Federal Bureau of Investigation (FBI's) Incident Based Reporting Program (NIBRS) on a monthly basis. The College Clery Act mandated crime statistics for the most recent three-year period are included in this report for the calendar years of 2013, 2014 and 2015. The Annual Security Report statistics reflect incidents reported to Campus Police, Campus Security Authorities and/or other law enforcement agencies with concurrent or neighboring jurisdictions to CVCC owned or leased properties. The CVCCPD takes no responsibility for the accuracy of figures submitted by neighboring or local officials. This annual report and crime statistics are managed and submitted by the Clery Act/ HEOA Campus Safety and Security Survey Administrator: Director of Public Safety & Chief of Police R. L. Dove, dover@centralvirginia.edu

The Clery Act / Higher Education Act mandates colleges and universities provide crime and disciplinary statistics and for the most recent (3) three-year period. The required reported statistics as mandated includes any report of a hate crime. Hate Crimes include any incident motivated by bias, because of the victim(s) race, gender, religion, sexual orientation, ethnicity, national origin, disability and gender identity. Designated criminal and disciplinary statistics for the 2013, 2014 and 2015 calendar year(s) were counted and are recorded below in the following tables:

Crime Statistics: Main Campus/Lynchburg

In compliance with the Clery Act, Campus Police compiles statistics on crimes that occur on and adjacent to the campus. These statistics include crimes reported to the CVCC Campus Police and the Lynchburg Police Department.

OFFENSE	ON CAMPUS			NON CAMPUS					
	2013	2014	2015	2013	2014	2015	2013	2014	2015
<i>MURDER/NON-NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, NON-FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>ROBBERY</i>	0	0	0	0	0	0	0	0	0
<i>AGGRAVATED ASSAULT</i>	0	0	0	0	0	0	0	0	0
<i>BURGLARY</i>	0	0	0	0	0	0	0	0	0
<i>MOTOR VEHICLE THEFT</i>	0	0	0	0	0	0	0	0	0
<i>ARSON</i>	0	0	0	0	0	0	0	0	0
<i>ARRESTS</i>	0	0	0	0	0	0	0	0	0
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DISCIPLINARY REFERRALS</i>	0	0	0	0	0	0	0	0	0
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DOMESTIC VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>DATING VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>STALKING</i>	0	0	0	0	0	0	0	0	0

LIC PROPERTY

No hate crimes in 2013, 2014 or 2015

Crime Statistics – Amherst Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Amherst Center. These statistics include crimes reported to the CVCC Campus Police and/or the Amherst Town Police Department.

<i>OFFENSE</i>	<i>ON CAMPUS</i>			<i>NONCAMPUS</i>			<i>PUBLIC PROPERTY</i>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
<i>MURDER/NON-NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, NON-FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>ROBBERY</i>	0	0	0	0	0	0	0	0	0
<i>AGGRAVATED ASSAULT</i>	0	0	0	0	0	0	0	0	0
<i>BURGLARY</i>	0	0	0	0	0	0	0	0	0
<i>MOTOR VEHICLE THEFT</i>	0	0	0	0	0	0	0	0	0
<i>ARSON</i>	0	0	0	0	0	0	0	0	0
<i>ARRESTS</i>	0	0	0	0	0	0	0	0	0
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DISCIPLINARY REFERRALS</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DOMESTIC VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>DATING VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>STALKING</i>	0	0	0	0	0	0	0	0	0

Hate Crimes, including all above crimes, and in addition, Simple Assault, Larceny-theft, Intimidation, and Destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2013, 2014, and 2015.

Crime Statistics – Appomattox Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Appomattox Center. These statistics include crimes reported to the CVCC Campus Police and/or the Appomattox Sherriff Department.

OFFENSE	ON CAMPUS			NON CAMPUS			OFFIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
<i>MURDER/NON-NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>NEGLIGENT MANSLAUGHTER</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>SEX OFFENSES, NON-FORCIBLE</i>	0	0	0	0	0	0	0	0	0
<i>ROBBERY</i>	0	0	0	0	0	0	0	0	0
<i>AGGRAVATED ASSAULT</i>	0	0	0	0	0	0	0	0	0
<i>BURGLARY</i>	0	0	0	0	0	0	0	0	0
<i>MOTOR VEHICLE THEFT</i>	0	0	0	0	0	0	0	0	0
<i>ARSON</i>	0	0	0	0	0	0	0	0	0
<i>ARRESTS</i>	0	0	0	0	0	0	0	0	0
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DISCIPLINARY REFERRALS</i>	0	0	0	0	0	0	0	0	0
<i>ILLEGAL WEAPONS POSSESSION</i>	0	0	0	0	0	0	0	0	0
<i>DRUG LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>LIQUOR LAW VIOLATIONS</i>	0	0	0	0	0	0	0	0	0
<i>DOMESTIC VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>DATING VIOLENCE</i>	0	0	0	0	0	0	0	0	0
<i>STALKING</i>	0	0	0	0	0	0	0	0	0

Hate Crimes, including all above crimes, and in addition, Simple Assault, Larceny-theft, Intimidation, and Destruction/damage/vandalism of property.

There were no reported hate crimes for the years of 2013, 2014 and 2015.

Crime Statistics – Bedford Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Appomattox Center. These statistics include crimes reported to the CVCC Campus Police and/or Bedford Town Police Department

OFFENSE	ON CAMPUS			NON CAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	1
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

Hate Crimes, including all above crimes, and in addition, Simple Assault, Larceny-theft, Intimidation, and Destruction/damage/vandalism of property.

There were no reported hate crimes for the years of 2013, 2014 and 2015.

