

Wytheville Community College **2016 Annual Security Report**

Making Timely Warning Reports to Members of the Campus Community

Wytheville 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: Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), The Higher Education Opportunity Act (HEOA), and the Higher Education Act of 1965, as amended (HEA).

Wytheville Community 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. In the event that a situation arises, either on or off campus Wytheville Community College will take into account the safety of the community, determine the content of the notification and initiate communication through at least one available notification system (WCC Alert, social media, college website, employee email, and/or student email) unless issuing a notification will, in the professional judgement of the responsible authorities compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Wytheville Community 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.

In the event of Clery Act crime or emergency situation (Fire, Shelter-in-place, Tornado, or Active Shooter situation) all facility, staff, and students will be notified via available campus alert systems (WCC ALERT, social media, college website, employee email, and/or student email). These systems will be utilized to contact employees and students during a major crisis or emergency and to relay weather related closings and/or delays. WCC ALERT delivers important emergency alerts, notifications and updates to employees and students on all registered devices via e-mail, text or voice message through the following devices:

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

Any follow up information or "all clear" advisements will be disseminated through the same campus alert systems (WCC ALERT, social media, college website, employee email, and/or student email).

When an incident or emergency occurs, authorized senders will notify employees and students using available notification systems including WCC ALERT, social media, college website, employee email and/or student email. These systems are the personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

New users may register online at <https://alert.wcc.vccs.edu/index.php> or by sending a text message to 41191 and using the keyword: WCCALERT. Social media users can access the College's Facebook link on the college website at www.wcc.vccs.edu.

Employees and students are requested to remove themselves from WCC ALERT when they are no longer affiliated with the college. Enrollment in the WCC ALERT system is voluntary and is a free service provided by the college.

The Preparation and Disclosure of the Annual Crime Statistics Report

The Wytheville Community College Police Department prepares this Annual Crime Statistics Report for the entire college, in support of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be obtained from our web site at <http://www.wcc.vccs.edu/sites/default/files/Crimestatistics.pdf>. This report is prepared in cooperation with information and data gathered from our surrounding local law enforcement agencies as well as internal college offices.

The information is also available in the office of the Dean of Student Success and Academic Development on the lower floor of Bland Hall.

Campus crime, arrest, and referral statistics include those reported to the local/state law enforcement agencies and the Wytheville Community College Police Department. These statistics may also include crimes that have occurred in private residences or businesses that touch the college's property. Wytheville Community has our main campus in the town of Wytheville Virginia with two reportable off-campus sites, one located in Galax Virginia at the Crossroads Institute and the other located in Marion Virginia at the Summit Center for Higher Education. Data is gathered from the following agencies in order to accurately record the statistics for WCC:

Wytheville Police Department, Wytheville Virginia

Galax Police Department, Galax Virginia

Marion Police Department, Marion Virginia

Crime Reporting and Privacy of Reporting Persons

The College's policies are 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 Wytheville Community College may provide.

Members of the campus community who believe they have been subjected to any of these reportable 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 276-223-4713 for Main Campus Police Department, 276-235-4009 to reach the Police Officer on duty at The Crossroads Institute. For The WCC at The Summit for Higher Education, you can contact the Marion Police Department at 276-783-8145, or in an emergency dial 9-1-1.

After normal business hours, members of the campus community should report alleged criminal activity to the Campus Police at 276-223-4713 (Main Campus) or 276-235-4009 (Crossroads) or 911 (WCC at The Summit for Higher Education).

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 in Appendix A. 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.

Wytheville Community College Title IX Campus Resources

Title IX Coordinator: April Mullins
 Transfer Counselor, Student Support Services
 1000 East Main Street, Wytheville, VA 24382
 109 Bland Hall
 (276) 223-4897
amullins@wcc.vccs.edu

Wytheville Community College has a Violence Prevention Policy that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. This is addressed in Section I. Confidentiality and Anonymous Reports of this policy.

Excerpt from the Wytheville Community College Violence Prevention Policy (Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking)

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 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.

Wytheville Community College Main Campus									
Incidents	2015			2014			2013		
	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property
Criminal homicide									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1	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
Hate Offenses:									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	4	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	1	0	0	0
Arrest									
Weapons: Carrying, Possession	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	0	10	0	0	0
Liquor Law Violations	0	1	1	0	0	6	0	0	2
Disciplinary Action									
Weapons: Carrying, Possession	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Note: Non-campus site is the Fourth Street Recreational Center

Wytheville Community College at The Crossroads Institute									
Incidents	2015			2014			2013		
	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property
Criminal homicide									
Murder and Non-negligent Manslaughter	0	-	0	0	-	0	0	-	0
Manslaughter by Negligence	0	-	0	0	-	0	0	-	0
Sex Offenses	0	-	0	0	-	0	0	-	0
Robbery	0	-	0	0	-	0	0	-	0
Aggravated Assault	0	-	0	0	-	0	0	-	0
Burglary	0	-	0	0	-	0	0	-	0
Motor Vehicle Theft	0	-	0	0	-	0	0	-	0
Arson	0	-	0	0	-	0	0	-	0
Hate Offenses:									
Murder and Non-negligent Manslaughter	0	-	0	0	-	0	0	-	0
Sex Offenses	0	-	0	0	-	0	0	-	0
Robbery	0	-	0	0	-	0	0	-	0
Aggravated Assault	0	-	0	0	-	0	0	-	0
Burglary	0	-	0	0	-	0	0	-	0
Motor Vehicle Theft	0	-	0	0	-	0	0	-	0
Arson	0	-	0	0	-	0	0	-	0
Larceny-Theft	0	-	0	0	-	0	0	-	0
Simple Assault	0	-	1	0	-	0	0	-	0
Intimidation	0	-	1	0	-	0	0	-	0
Destruction/Damage/Vandalism of Property	0	-	0	0	-	0	0	-	0
Domestic Violence	0	-	0	0	-	0	0	-	0
Dating Violence	0	-	0	0	-	0	0	-	0
Stalking	0	-	0	0	-	0	0	-	0
Arrest:									
Weapons: Carrying, Possession	0	-	0	0	-	0	0	-	0
Drug Abuse Violations	0	-	0	0	-	0	0	-	0
Liquor Law Violations	0	-	0	0	-	0	0	-	1
Disciplinary Action:									
Weapons: Carrying, Possession	0	-	0	0	-	0	0	-	0
Drug Abuse Violations	0	-	0	0	-	0	0	-	0
Liquor Law Violations	0	-	0	0	-	0	0	-	0
Note: WCC at the Crossroads Institute does not have a Non-campus property/building									

Wytheville Community College at The Summit For Higher Education									
Incidents	2015			2014			2013		
	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property	On Campus	Non-campus	Public Property
Criminal homicide									
Murder and Non-negligent Manslaughter	0	0	0	0	-	-	-	-	-
Manslaughter by Negligence	0	0	0	0	-	-	-	-	-
Sex Offenses	0	0	0	0	-	-	-	-	-
Robbery	0	0	0	0	-	-	-	-	-
Aggravated Assault	0	0	0	0	-	-	-	-	-
Burglary	0	0	0	0	-	-	-	-	-
Motor Vehicle Theft	0	0	0	0	-	-	-	-	-
Arson	0	0	0	0	-	-	-	-	-
Hate Offenses:									
Murder and Non-negligent Manslaughter	0	0	0	0	-	-	-	-	-
Sex Offenses	0	0	0	0	-	-	-	-	-
Robbery	0	0	0	0	-	-	-	-	-
Aggravated Assault	0	0	0	0	-	-	-	-	-
Burglary	0	0	0	0	-	-	-	-	-
Motor Vehicle Theft	0	0	0	0	-	-	-	-	-
Arson	0	0	0	0	-	-	-	-	-
Larceny-Theft	0	0	0	0	-	-	-	-	-
Simple Assault	0	0	0	0	-	-	-	-	-
Intimidation	0	0	0	0	-	-	-	-	-
Destruction/Damage/Vandalism of Property	0	0	0	0	-	-	-	-	-
Domestic Violence	0	0	0	0	-	-	-	-	-
Dating Violence	0	0	0	0	-	-	-	-	-
Stalking	0	0	0	0	-	-	-	-	-
Arrest:									
Weapons: Carrying, Possession	0	0	0	0	-	-	-	-	-
Drug Abuse Violations	0	0	0	0	-	-	-	-	-
Liquor Law Violations	0	0	0	0	-	-	-	-	-
Disciplinary Action:									
Weapons: Carrying, Possession	0	0	0	0	-	-	-	-	-
Drug Abuse Violations	0	0	0	0	-	-	-	-	-
Liquor Law Violations	0	0	0	0	-	-	-	-	-
Notes: Non-campus site is the Smyth County High School									
2014 statistics received for The Summit were not in a usable format for Clery reporting									

The first category of reported crime statistics are defined below:

1. Criminal homicide. These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

a) **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

b) **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

2. Sex offenses. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Consent: (in reference to sexual activity) the knowing and voluntary agreement, without undue inducement or any element of force, fraud, deceit, duress, or other form of constraint or coercion, of a person who is capable of exercising free power of choice.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

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

4. Aggravated Assault. Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary. Burglary is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft. Motor vehicle theft is the theft or attempted theft of a motor vehicle.

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

The Second category of reported crime statistics are defined as Hate Crimes.

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. **Although there are many possible categories of bias, under Clery, only the following eight (8) categories are reportable:**

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

Hate crimes include any offense in the following group that is motivated by bias:

1. Murder and Non-negligent manslaughter
2. Sexual Assault
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Larceny –Theft
9. Simple Assault
10. Intimidation

11. Destruction/Damage/Vandalism of Property

Additional Definitions included in the Hate Crimes category:

1. **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The third category of reported crimes statistics is the number of arrests in the following crime categories:

- 1) **Domestic violence:** the felony or misdemeanor crime of violence committed -
 - By a current or former spouse or intimate partner of the victim
 - By a person with who the victim shares a child in common,
 - By a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner,
 - By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred,
 - By any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) **Dating violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.
- 3) Stalking: engaging in the course of conduct directed at a specific person that would cause a reasonable person to-
- Fear for his or her safety or the safety of others, or
 - Suffer substantial emotional distress

For the purpose of this definition-

- **Course of Conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person's property.
- **Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial Emotional Distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

The fourth category of reported crime statistics is the number of arrests and the number of persons referred for disciplinary action for the following crime categories:

1. Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Included in this classification:

- Manufacture, sale or possession of deadly weapons;
 - Carrying deadly weapons, concealed or openly;
 - Using, manufacturing, etc., of silencers;
 - Furnishing deadly weapons to minors;
 - Aliens possessing deadly weapons; and
 - Attempts to commit any of the above.
2. Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

3. Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Included in this classification:

- The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor;
- Maintaining unlawful drinking places;
- Bootlegging;
- Operating still;
- Furnishing liquor to a minor or intemperate person;
- Underage possession;
- Using a vehicle for illegal transportation of liquor;
- Drinking on train or public conveyance; and
- Attempts to commit any of the above.

Security of and Access to Campus Facilities

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-college business hours, access to all College facilities is by proxy card or key, if issued, or by admittance via the College Police Department upon authorized confirmation. Emergencies may necessitate changes or alterations to any posted schedules.

If employees have a need to access college facilities (buildings and/or offices) during hours when the buildings are closed, and security personnel are on duty, they must check in with the Police Department when they arrive and when they depart for safety purposes. If they need to access their offices or work during a time when security staffing is not on site, it is their responsibility to ensure that someone in their household knows that they are here and that they have departed safely. This protocol is for the safety and protection of all employees and should be followed vigorously each time they enter and exit campus during times that the campus is closed.

Students or the general public that must gain access to college facilities outside of the hours above, individuals must contact WCCPD at (276) 223-4713 or (276) 613-0131 and present a valid reason for entry. The individuals will be escorted by a member of the Police Department when allowed into one of the college facilities in this case.

The hours of normal operations are listed below:

WCC Main Campus:

8:00 a.m. to 10:00 p.m. – Monday through Friday

8:00 a.m. to 5:00 p.m. – Saturday

WCC at The Crossroads Institute

Monday – Thursday 8 a.m. – 6 p.m. (Offices and Testing Center) | 8 a.m. - 8 p.m. (LRC)

Friday – 8 a.m. – 5 p.m.

WCC at The Summit Center For Higher Education

Monday – Thursday 8 a.m. – 9 p.m.

Friday – 8 a.m. – 5 p.m.

Wytheville Community College does not have On-campus Housing/ Residential Halls.

Security Considerations Used in the Maintenance of Campus Facilities

WCC main campus facilities are maintained by WCC Facilities Services staff and patrolled by WCC Police Department staff. All buildings, grounds, parking areas, and roadways are maintained with concern for safety and security. Campus buildings and equipment are inspected regularly, and needed repairs to replace faulty equipment and to mitigate potential hazards are made promptly.

WCC at the Crossroads Institute facilities are maintained by the Maintenance Staff of The Crossroads Institute.

WCC at The Summit Center For Higher Education facility are maintained by the Town of Marion maintenance staff. They can be reached by contacting the Executive Director of the Henderson at (276)378-5028 or (276)206-0627.

To report safety or security concerns directly related to facilities, contact the WCC Maintenance staff at (276) 223-4813 or by email at wccmaint@wcc.vccs.edu. Notification can also be made by entering a work order in the SchoolDude Maintenance System. In case of emergency repair or serious safety issue the WCC Police Department can be contacted at (276)223-4713 or by cell phone at (276)613-0131.

Campus Law Enforcement

The Wytheville Community College Police Department is a full service state law enforcement agency. All WCC police officers are fully trained, state certified by the Department of Criminal Justice Services, and sworn. They receive initial and ongoing training at the New River Criminal Justice Training Academy located in Dublin Virginia and are trained in all aspects of law enforcement. Their jurisdiction covers all property owned and controlled by Wytheville Community College, including streets, sidewalks and highways immediately adjacent to each college location. All sworn police officers are entrusted to preserve the public peace, protect life

and property, enforce and uphold the laws of the Commonwealth of Virginia. They have authority to conduct criminal investigations, make arrests, and carry firearms. WCC police officers routinely patrol the college locations, both on foot and by vehicle as well as respond to police, fire or medical emergency calls. Our police investigate all criminal matters on college property, and work closely with local, state, and federal authorities to ensure safety. Wytheville Community College locations are also patrolled by our Virginia Department Criminal Justice Services certified Campus Security Officers. In addition to having state certification, these officers are trained to respond to the specific needs and requirements of the Wytheville Community College campus environment. Furthermore, these officers conduct preliminary investigations, high visibility foot and vehicle patrols, submit daily patrol reports and relay all incidents and or safety matters to the Department's Chief of Police.

The Wytheville Community College maintains a good working relationship with the law enforcement agencies in the surrounding jurisdictions. WCCPD has conducted "Active Shooter" training with the Wytheville Police Department and Virginia State Police on two occasions. Our campus is also patrolled by our local agencies when the college is closed at night and on holidays. Wytheville Police Department also assists with traffic control for special events held on the campus. WCCPD currently maintains written memoranda of understanding/ mutual aid agreements with the following agencies:

- The Virginia State Police
- Wytheville Police Department
- Wythe County Sheriff's Office
- Galax Police Department
- Carroll County Sheriff's Office
- Marion Police Department
- Smyth County Sheriff's Office

Crime Reporting on Campus

Community members, students, faculty, staff, and guests are encouraged to make an accurate and prompt report of all crimes and public safety related incidents to the WCC Police Department.

The College Police Department is located in Room 107 of Carroll Hall.

Police Department personnel are on duty at the Main Campus during the hours of 6:00 a.m. thru 11:00 p.m. Monday – Friday, and on Saturday from 7:30 a.m. to 5:30 p.m. Police Department personnel are on duty at the Crossroads Site during the hours of 07:30 a.m. thru 10:00 p.m. Monday – Friday. However, in the event of a staffing shortage, and dependent on the activities scheduled at off campus sites, coverage may be adjusted to shift personnel to the Main Campus as needed.

To report a crime or emergency on the main campus, you can contact the College Police Department office at (276) 223-4713, by the Department's cell phone at (276) 631-0131, or in an emergency dial 9-1-1. If you are calling from any college VoIP phone, just dial 4713 to reach the Police Officer on duty.

Emergency telephones are located at one of the following locations on main campus:

- Carroll Hall: On the exterior wall to the right of the central entrance on the bottom floor
- Grayson Hall: On the upper breezeway between Fincastle Hall and Grayson Hall on the exterior wall
- Smyth Hall: On the exterior wall to the right of the main entrance at the front of the building and on the exterior wall to the left of the main entrance at the rear of the building

There are also VoIP phones located on every hall of each building which can be used to report an emergency.

To report a crime or emergency at the WCC at Crossroad Institute, you can contact the Officer on duty at (276) 744-4986, by the Department's cell phone at (276) 235-4009, or in an emergency dial 9-1-1. If you are calling from any college VoIP phone, just dial 4986 to reach the Police Officer on duty.

To report a crime or emergency at WCC at The Summit Center for Higher Education, you can contact the Marion Police Department at (276) 783-8145, or in an emergency dial 9-1-1.

All College Police Department incident reports are forwarded to the Chief of Police for review. If necessary, incident reports are forwarded to the Dean of Student Development and the College Threat Assessment Team for potential action. The College Police Department will investigate various reports when it is deemed appropriate.

Additional information obtained via the investigation will also be forwarded to the Chief of Police and if necessary, to the Dean of Student Development, Threat Assessment Team, and/or local or state agencies.

Crimes should be immediately reported to the College's Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning or emergency alerts notices to the college community, when appropriate. The college police department also keeps written log of all crimes reported and/or committed on campus. This log is open for public inspection except for any personally identifying information about the victim of the crime as defined by section 40002(a)(20) of the Violence Against Women Act of 1992 (42 U.S.C. 13925(a)(20)).

Crime Reporting on Campus by Campus Security Authorities

Campus Security Authorities (CSA's) are those who may hear reports from students about crimes that occur on campus. Currently the College has designated thirty seven (37) faculty and staff members as Campus Security Authorities in addition to the Police Department Officers. Records kept by CSA's are gathered annually for the purpose of compiling statistics for the Annual Security Report.

"Campus security authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. These four groups are:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An **official** is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Crime Reporting By Counselors

Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

WCC does not employ “pastoral” or “professional” counselors. However, academic counselors may, at times, act in such capacity. College counselors report statistics to the College Police Department and are permitted to do so without disclosing personal identifying information of victims.

Campus Security Procedures

WCC works hard to ensure the safety and security of the college community. Ultimately, however, students and employees must take some responsibility for their own safety and that of their personal belongings. During the fall and spring semesters professional development and community awareness programs for the faculty, staff, and students, are held to inform them of security awareness and crime prevention procedures/services offered by the Wytheville Community College Police Department.

Faculty, staff and students are provided with safety tips and told about crime within and around the college community.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Informational Programs

Wytheville Community College conducts faculty in-service training which includes topical items as to campus safety, emergency evacuation and crime prevention training. Faculty also participate in on-line sexual assault/ domestic violence recognition training (HAVEN) and annual internet safe use/ best practice (MOAT).

Students are informed about ways to ensure their individual safety in the classroom as well. All faculty members provide instruction to students (through the course syllabus, verbal instruction,

or both) regarding evacuation routes, receiving emergency notifications, lockdown procedures, and other safety topics. Students enrolled in SDV 101 are required to complete the student version of the HAVEN program.

Finally, students are informed of the on-line copy of the Student Handbook which contains policies, procedures, and resources to assist students with personal safety and security practices.

Off Campus Criminal Activity

Wytheville Community College does not have off-campus student organizations. If a student is charged with an off-campus violation of federal, state, or local laws, the WCC reserves the right to take disciplinary action and impose sanctions against the student. Proceedings under this student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Policy Statement on Alcohol Use on Campus

Wytheville Community College seeks to provide a safe and stable learning environment for its students. As a part of that effort, the college fully complies with all state and federal statutes relating to substance and alcohol use and abuse. The college is designated a drug-free zone and provides educational programs about the use and abuse of drugs and alcohol.

The college's drug prevention program has been established in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Wytheville Community College is committed to taking all actions consistent with individuals found in violation of Virginia and/or federal laws pertaining to the consumption or illegal possession of alcohol.

In addition, WCC and/or any agency providing school sanctioned, off-campus learning experiences for students may require drug and/or alcohol testing prior to student placement or during a learning experience if documented behavior suggesting drug and/or alcohol abuse is exhibited.

Illegal Drug Use on Campus

Consistent with the guidelines provided by the Virginia State Council of Higher Education, it shall be the policy of Wytheville Community College to find intolerable the illegal possession, use, manufacture, or distribution of drugs or other controlled substances by students or employees of the college. All actions consistent with the law and individual privacy rights will be taken by WCC to eliminate the illegal use or abuse of drugs and alcohol on campus and to deal firmly, though fairly, with individuals found in violation of Virginia's statutes and federal laws pertaining to such substances.

The use or sale of illegal substances is a crime. The sale or distribution of alcoholic beverages to persons under 21 is prohibited. WCC will cooperate with law enforcement authorities in enforcing current statutes. Students are further warned that illegal involvement with drugs or alcohol on campus will result in disciplinary action by the college above and beyond any criminal penalties. The disciplinary action may include suspension or dismissal from the college.

Drug and Alcohol Abuse Education

Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, Wytheville Community College has established student and employee policies that prohibit the possession or consumption of controlled substances on campus. Beyond potential disciplinary action that could result, the College recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse. The following program of activities and services constitutes Wytheville Community College's effort to prevent drug abuse on the part of its students, faculty and staff. The Dean of Student Success and Academic Development will provide oversight for the content and timeliness of the programs.

- A. At least once a year, each campus will conduct a seminar, workshop, presentation or other program of information and awareness that will be open to all students, faculty and staff.
- B. Each Student Services Center will provide readily available brochures and information sheets which may be used by individuals for their own personal information and awareness.
- C. A list of referral services in the Wytheville Community College's service area that specialize in assisting persons with substance abuse issues is available through 211 Virginia at www.211Virginia.org . Student, faculty and staff requesting assistance will be referred to the appropriate public agencies.

<http://www.wcc.vccs.edu/alcohol-and-substance-abuse-policy>

Crime Victims Disclosures

Wytheville Community College's Violence Prevention Policy addresses the victim of a crime of violence's right to know the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

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

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Dean of Student Services and Vice President for Instruction and Student Development. Within ten (10) workdays, the Vice President for Instruction and Student Development 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 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 the employee's supervisor and the area Vice President. Within ten (10) workdays, the area 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).
7. If the respondent is a third party, the Title IX Coordinator will forward the reports to the Vice President of Instruction and Student Development. Within ten (10) workdays, the Vice President of Instruction and Student Development 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.

Additional assistance can be found through the following regional, state, and national agencies:

- Wythe County Community Hospital: 276-228-0200
- Twin County Regional Hospital: 276-236-8181
- Smyth County Community Hospital: 276-378-1000
- Town of Wytheville Police Department - 276-223-3300
- City of Galax Police Department: 276-236-8101
- Town of Marion Police Department: 276-783-8145
- Family Resource Center, Inc. 24 Hour Hotline: 800-613-6145
- Family Violence & Sexual Assault Hotline: 800-838-8238
- Virginia State Police Division 4
Office: 276-228-3131
Toll Free: 800-542-8716
- Mount Rogers Mental Health CSB: 276-223-3200
- Southwest Virginia Legal Aid Society: 800-277-6754

State & National

- U.S. Dept. of State- Bureau of Consular Affairs:
Non-immigrant Visa Inquiries: 202-485-7600
Immigrant Visa inquiries: 603-334-0700

- The Virginia Sexual & Domestic Violence Action Alliance – www.vsdvalliance.org
- Rape, Abuse, and Incest National Network – www.rainn.org
- Department of Justice – www.ovw.usdoj.gov/sexassault.htm
- Dept. of Education Office for Civil Rights: 800-421-3481

Emergency Response and Evacuation Procedures

The college has established emergency preparedness plans and schedules and carries out emergency drills during the fall and spring semesters. Emergency notification systems are in place including the WCC Alert Notification System (sign up link is on college website), main campus phone intercom system, and external loudspeaker. Emergency procedures are posted in classrooms and common areas.

Shelter-In-Place:

Emergency situations that require those affected to remain where they are is called “Shelter-in-Place.” When shelter-in-place occurs, faculty, employees and students are expected to follow the Shelter-In-Place Procedure posted in classrooms, offices and common areas at the Main Campus, Crossroads, and the Summit sites.

Tornado Sheltering Procedure:

When weather conditions are such that it is possible for a tornado to occur, the National Weather Bureau and local news media will issue one of the following alerts:

- **Tornado Watch** – weather conditions are favorable for a tornado to occur.
- **Tornado Warning** – an actual tornado has been sighted.

Faculty, staff, and students should follow the posted Tornado Sheltering Procedure in the event that a tornado watch or warning announcement is made.

Active Shooter Threat:

In the event of an active shooter threat – please follow posted “Emergency Procedure for Active Shooter Threat” instructions.

Fire Safety and the Fire Safety Report

Wytheville Community College does not have on or off campus housing. WCC does not publish an annual fire safety report due to the lack of student housing. As a matter of routine the college conducts two fire drills each year. These drills are when students are on campus and located in their classrooms. Students and employees are required to participate. Each building on the main campus has assigned building wardens with one warden assigned per floor of each building. There are alternates appointed in case the primary warden is not on campus. Each building warden is assigned a portable radio to better facilitate with the campus police department when conducting drills or in the case of an actual emergency.

Wytheville Community College is a tobacco free institution and does not allow smoking inside the buildings and has designated smoking areas.

Emergency procedures are posted in each classroom with each procedure reviewed by the class instructor. Students are informed of the procedures during orientation with faculty and staff receiving the review during in-service prior to the start of the new school year.

If a fire should be found by faculty, staff or student they should immediately activate one of the fire alarm pull stations located throughout the buildings on campus then exit the building. Once they are clear of the building they should immediately dial 9-1-1 and notify the local fire department.

Each building on campus has a working fire alarm system. The fire alarm system is constantly monitored by a contracted vendor with the system being serviced by a different contracted vendor.

Any and all cases of a fire on campus property, even if the fire is contained and extinguished before assistance is needed to control the blaze, shall be reported to the Police Department at (276) 223-4713.

The following is the fire drill/ Emergency Evacuation procedure which is posted in each classroom or office suite and is classroom/office specific:

EMERGENCY EVACUATION

WARNING ALARMS

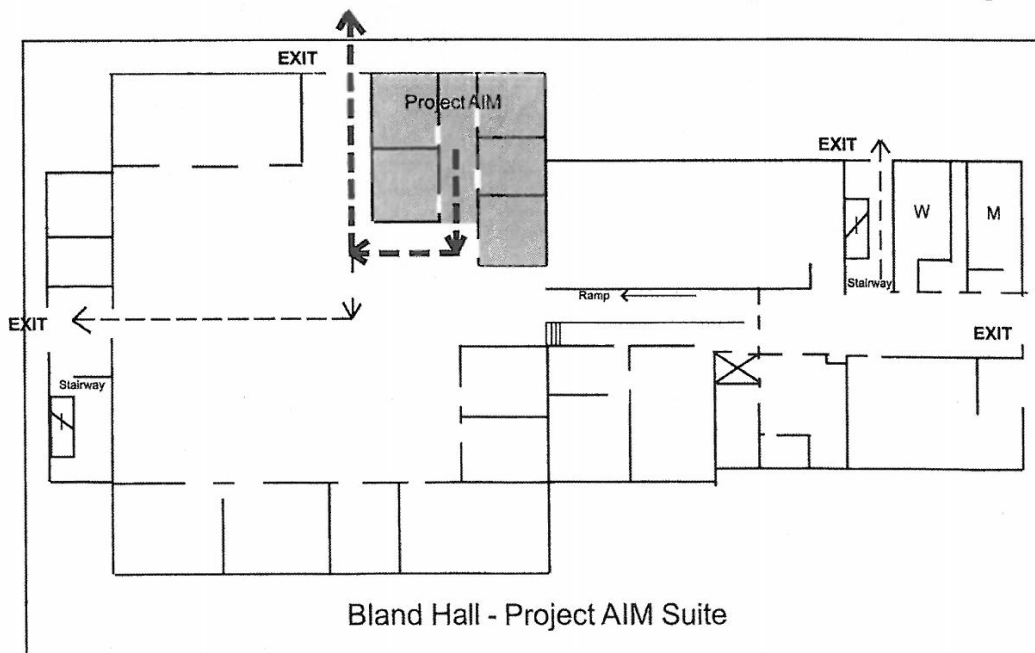
Continuously sounding horn and strobe light

PROCEDURE

- Leave books and supplies in classroom
- Windows and doors should be closed before exiting
- In laboratory/shop areas:
Gas equipment, exhaust fans, or other devices should be shut off
- Persons should assist handicapped as needed
- Walk as quickly as possible to exit
- DO NOT return to classroom until instructed to do so

EVACUATION ROUTE

- Walk quickly to the EXIT indicated below by: -----
- EXIT the building and remain at least 100 feet away, the assembly area is located in the lower parking lot behind Bland Hall
- If EXIT is blocked, use alternative route indicated by: -----
- Once away from the building stay in your class group
- Class instructor will account for all class members and report to the Police Department



Sex Related Crimes

Wytheville Community College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking.

The college conducts R.A.D. (Rape Aggression Defense) System of Self-Defense training for any interested student. This training is nationally recognized and is taught by certified RAD instructor. There is one class scheduled per semester

WCC's Violence Prevention Policy addresses the types of educational programs available which helps promote the awareness of rape, acquaintance rape and other sex offenses.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section 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 called HAVEN. 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;
 - 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.

Reporting Sex Offenses

Wytheville Community College's Violence Prevention Policy addresses the procedures students should follow if a sex offense occurs. It also addresses who to contact as well the importance of preserving evidence and type of offense to report. WCC also provides information on risk

reduction and safe and positive options for bystanders. This information is also addressed in the HAVEN program each new student must take during the mandatory SDV 101 course.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section 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 campus police: 276-223-4713 (Main Campus) or 276-235-4009 (Crossroads) or 911 (Summit Center for Higher Education to reach Marion Police Department).
- 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.
- 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 professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- 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.
 - a) Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - b) Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - c) Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - d) 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.
 - e) Tell someone all the details you remember or write them down as soon as possible.
 - f) Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

Risk Reduction and Prevention Safety

Common sense, situational awareness and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

In A Social Situation:

- **You have the right to say "No" even if you:**

- First say “Yes,” and then change your mind
- Have had sex with this partner before
- Have been kissing or "making out"
- Are wearing what is perceived to be “provocative” clothing
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation. If you consume alcohol, do so in moderation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, don't drink from it again.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- **If someone asks for your number, take his/her number instead of giving out yours. Avoid giving out your personal information** (phone number, where you live, etc.).
- **Be aware of your surroundings at all times**
- **Always have extra money to get home.** Have a plan for someone you can call if you need help.
- **Do not allow yourself to be isolated with a person you do not know or trust.** If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- **If you feel uncomfortable, scared or pressured, say "Stop it" or leave and call for help.**
- **Walk only in lighted areas after dark.**
- **Keep the doors to homes, apartments and cars locked.**
- **Know where the phone is located.**

If Someone Is Pressuring You:

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Make your limits known.** When you are with someone, communicate clearly to ensure he or she knows your limits and/or expectations from the beginning. Both verbal and nonverbal (body language) communication can be used to ensure the message is understood. If your partner is pushing those limits, say no as clearly as possible. You have the right to leave or stop a sexual encounter at any point.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **Find someone nearby and ask for help.** As another person at the party or someone walking by, or text a friend to help you leave the situation
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you are initiating sexual contact with someone

- **Clearly communicate your intentions** to your sexual partner and give them a chance to clearly relate their intentions to you.
- **Understand and respect personal boundaries.** Continuing to pressure someone to go farther than they have said they wanted to go can be coercive.
- **Don't make assumptions about consent;** about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you do not have consent—when in doubt, just ask.
- **Mixed messages from your partner are a clear indication that you should stop,** defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- **Don't take advantage of someone's drunkenness or drugged state,** even if they did it to themselves.

- **Realize that your potential partner could be intimidated by you**, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- **Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.**
- **Silence and passivity cannot be interpreted as an indication of consent.** Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Active Bystander Intervention

One of the most effective methods of preventing sexual assault is bystander intervention.

What is Active Bystander Intervention?

- This approach encourages people to identify situations that might lead to a sexual assault and then safely intervene to prevent an assault from occurring.
- Active Bystander Intervention discourages victim blaming by switching the focus of prevention to what a community of people can do collectively.
- The approach also allows for a change in cultural expectations by empowering everyone to say or do something when they see inappropriate or harmful behavior.
- This method of intervention places the responsibility of sexual assault prevention on both men and women.

Know strategies for how to help a victim in need of help.

- Bystander intervention means safe and positive options that may be carried out by an individual or individuals to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Additional areas considered for bystander intervention include the witnessing or having knowledge about hazing, discrimination, medical emergency, and acts of discrimination.
- Bystanders are less likely to intervene if more people are present each assuming someone else may be more qualified to intercede. However, once one person steps up to help, the group will likely be more willing to assist.
- Bystanders should notice the emergency, interpret it as such, assume personal responsibility for acting, choose a strategy and implement that strategy. A strategy could be as simple as saying something to the potential violator to stop the action, calling someone to help such as public safety, the police or other appropriate authority such as counselors, professors, or if safe to do so step in before the situation escalates.

Bystander training begins during the SDV100 (College Success Skills) class for first year college students, all transfer students, new employee orientation, and continues throughout the year for student organizations, sports teams, faculty training and administrative positions.

How to Intervene

There are three components to Active Bystander Intervention:

- Recognizing when to intervene. Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. This is not the case. There are many situations and events that occur prior to a sexual assault that are appropriate for intervention. Active bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.
- Considering whether the situation needs attention. Faculty, staff, and students of Wytheville Community College need to understand that it is their moral duty to pay attention to situations that put their friends and co-workers at risk.
- Deciding if there is a responsibility to act. A great deal of research has been done to understand the conditions that encourage people to get involved. There are situational factors that influence a person's willingness to act. These include the presence of other witnesses, the uncertainty of the situation, the apparent level of danger or risk to the victim, and the setting of the event. Personal characteristics of the bystander also contribute to a decision to act.

Help Someone You Know

When choosing what form of assistance to use, there are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator:

- Making up an excuse to get him/her out of a potentially dangerous situation
- Letting a friend or co-worker know that his or her actions may lead to serious consequences
- Never leaving a his/her side, despite the efforts of someone to get him/her alone or away from you
- Using a group of friends to remind someone behaving inappropriately that his or her behavior should be respectful
- Taking steps to curb someone's use of alcohol before problems occur
- Calling the authorities when the situation warrants

Understanding how to safely implement the choice. Safety is paramount in active bystander intervention. Usually, intervening in a group is safer than intervening individually. Also, choosing a method of intervention that de-escalates the situation is safer than attempting a confrontation. However, there is no single rule that can account for every situation. Faculty, staff, and students must use good judgment and always put safety first.

The Student's Option to Notify

Wytheville Community College's Violence Prevention Policy addresses informing a student on their options to notify the appropriate law enforcement authorities and other types of counseling through mental health or other student services. WCC publishes the Violence Prevention Policy on the college's web page and informs students, faculty, and staff of the policy during student

orientation and staff in-service. The college police department will provide any student or staff that reports that they are a victim of dating violence, domestic violence, sexual assault, or stalking a copy of this policy which explains their rights and options.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section's G: Reporting Incidents paragraph 1:

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 276-223-4713 for Main Campus Police Department, 276-235-4009 to reach the officer on duty at Crossroads. For the Summit Center, 911 should be called to reach the Town of Marion Police Department.

Section 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.

Section M: Sexual and Domestic Violence Procedures and;

- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.

Section 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:
<http://www.wcc.vccs.edu/community-resources>

The Enforcement of Court Orders/ Protective Orders and Student Victim's Right To Change Academic or Living Situations

Wytheville Community College police department will enforce any court order issued by a court of competent jurisdiction. This may include orders that are considered to be a “No Contact or restraining” order and or a personal protective order. These orders will be taken into consideration when a change in academic situation is requested.

Wytheville Community College's Violence Prevention Policy addresses right to change their academic situation. The college does not provide any on campus housing.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section N: Written Notification of Rights and Options.

Any student or employee who reports an incident 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 related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

Procedures for Campus Disciplinary Action

Wytheville Community College's Violence Prevention Policy addresses the procedures for campus disciplinary action and includes informing both parties of the opportunity to have others present for the hearing and the outcome of the proceedings.

The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section R: Formal Resolution Process paragraphs 1 and 2; and

1. Complainant's Initial Meeting with the Title IX Coordinator. 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:

- a) Provide the complainant a copy of this Policy;
- b) Provide the complainant with a Complaint Form, if necessary;
- c) Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain avenues 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 complainant;

- g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- h) Refer the complainant to campus and community resources, 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;
- i) 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;
- j) Discuss the right to a fair and impartial resolution of the complaint
- 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. 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.

Section S: Determination of Title IX Coordinator and Corrective Action Report paragraph 5.

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Dean of Student Services and Vice President for Instruction and Student Development. Within ten (10) workdays, the Vice President for Instruction and Student Development 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 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.

Institutional Disciplinary Sanctions

Wytheville Community College's Violence Prevention Policy addresses institutional disciplinary sanctions for violations of the policy. The following is an excerpt of Wytheville Community College's Violence Prevention Policy:

Section 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 no-contact 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 [the name of the College'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 [name of the College'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.

Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may request that the College reconsider its decision in writing to the appropriate college official identified in the grievance procedure.

Advising the Campus Community About Sex Offenders

In accordance to the "Campus Sex Crimes Prevention ACT" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Wytheville Community College Police Department is providing a link to the Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus

community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes against Minors Registry maintained by the Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for Violent Sex Offenders is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Virginia State Police is responsible for maintaining this registry. Follow the link below to access the Virginia State Police website:

<http://sex-offender.vsp.virginia.gov/sor/>

Policy Statement on Missing Students

Wytheville Community College does not have on or off campus housing. In the case of a student that is reported missing for 24 hours or more to any faculty or staff member, the campus police department will be notified at (276) 223-4713.

The campus police will take the report and determine the jurisdiction of the missing student's home of record. The campus police will include in their report the contact person from the missing student's educational record and attempt to contact this person prior to forwarding that information to the local law enforcement agency with jurisdiction.

Wytheville Community College student contact information is kept confidential and their information will be accessible only to authorized campus officials and law enforcement. This information will not be disclosed outside of a missing person investigation.

If a WCC student is under the age of 18 years of age and not emancipated, the college will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated in the student record.