



SAFETY & SECURITY REPORT

2025

**Campus Safety and Security: VCC Policies, Emergency Procedures,
Drug, Alcohol, and Sexual Abuse Information**

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INTRODUCTION

The goal of Virginia Christian College is to equip students with biblical truth, spiritual discipline, and practical knowledge to effectively serve and lead. In keeping with this goal, the Safety and Security Office endeavors to provide a safe campus environment (physical & virtual) for all. A truly safe campus can only be achieved through the cooperation of the entire campus community. With the support of departments across campus, the Safety and Security Office will assist students and staff in becoming active participants in the security of their campus.

VCC has historically been less susceptible to many of the violent crimes more prevalent in our principal cities and at larger campuses. Yet, the college takes reasonable steps to promote a culture in which all members of the college community take personal security very seriously. Therefore, we hope the following information will assist you in helping to foster a safe environment for yourself and other members of our college community.

NOTIFICATION, REPORTING, AND DISCLOSURE REQUIREMENTS

Virginia Christian College's safety and security is to allow the campus community to stay informed and therefore alert. Federal laws, require colleges and universities to inform campus communities and prospective members of crimes that occurred on campus and thereby necessitate caution on the part of students, faculty, and staff.

Title IX

The Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX") prohibits discrimination on the basis of sex in education programs or activities, admission and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX.

1) Non-Discrimination

Virginia Christian College is committed to providing students, faculty, and staff from all walks of life with the opportunity to undertake theological studies and/or work in a Christian setting. With the exception of maintaining a Christian, Jesus-centered environment that is conducive for the free reign of the Holy Spirit, the College shall be in conformity with all applicable federal and state statutes and regulations, and committed to the admission of students, the administration of educational programs and activities for students, faculty, and staff, and applicants for employment, without discrimination based on age, race, color, sex, marital status, ancestry, national and ethnic origin, physical or mental handicap. This may occur in a single egregious instance or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal or physical aggression, intimidation, or hostility.

2) Sexual Misconduct

Virginia Christian College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. Individuals are encouraged to 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 remedies that the College can provide.

Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

- Title IX Coordinator (faculty and staff):
Director of Human Resources: Mr. Greg Johnson
office: 17100 Van Buren Road, Dumfries, VA 22025, telephone: (703) 445-1299, email: gjohnson@vcc.edu
- Title IX Coordinator (students):
Vice President of Academics & Student Affairs: Dr. Shennell January
office: 17100 Van Buren Road, Dumfries, VA 22025, telephone: (703) 445-9056, email: sjanuary@vcc.edu

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act) is a federal law requiring institutions of higher education to disclose information about crime on and around their campuses. The Act is named in memory of Jeanne Clery, who was raped and murdered in her residence hall room on April 5, 1986, by a fellow student she did not know; she was just 20 years old. Through her parents' push for laws requiring the disclosure of campus crime information, the federal law was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence.

The Act is enforced by the United States Department of Education and requires by doing the following:

- 1) Publish an Annual Security Report;
- 2) Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities;
- 3) Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students, faculty, and staff; and;
- 4) Devise an emergency response, notification, and testing policy.

VAWA and Campus SaVE

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

The Campus Sexual Violence Elimination (Campus SaVE) Act amends the Clery Act to encourage greater transparency and adds additional requirements for institutions to address and prevent sexual violence on campus.

Campus SaVE is enforced by the U.S. Department of Education's Office for Civil Rights and applies to all colleges and universities that receive any federal funding, including student financial aid. requires that institutions provide reasonable accommodations and protective measures to survivors, whether or not they decide to report to law enforcement.

CAMPUS SECURITY AND ACCESS TO FACILITIES

Campus Security and Local Law Enforcement

Virginia Christian College is committed to providing a safe and secure environment for all members of the community, including guests, students, faculty, and staff. No personnel on the campus of Virginia Christian College have arresting authority; however, all individuals are encouraged to report criminal activity promptly to the Safety & Security Office (SSO) and the local authorities. Although Virginia Christian College does not have any written agreements with local law enforcement agencies, VCC appropriately reports crimes and emergencies to Prince William County Police Department and The Norfolk Police Department.

VCC Safety & Security Office:

Dumfries Campus: Mr. Michael Pinkney

office: 17100 Van Buren Road, Dumfries, VA 22025, telephone (703) 445-9056, email: safetyandsecurity@vcc.edu

Norfolk Campus: Mr. Ron Godwin

office: 5833 Poplar Hall Drive, Norfolk, VA telephone (757) 321-9700, email: safetyandsecurity@vcc.edu

Campus Security Authorities

Campus Security Authorities are officials at Virginia Christian College who have significant responsibility for student and campus activities, including but not limited to, student discipline and campus judicial proceedings. These officials are individuals who have the authority and the duty to act or respond to issues on behalf of the college. Campus Security Authorities include:

- 1) Safety and Security Office Personnel
- 2) Facilities Manager
- 3) The President
- 4) President's Cabinet/Executive Team
- 5) Vice President of Academic & Student Affairs
- 6) Director of Student Success
- 7) Business Manager

Facilities

At Virginia Christian College campuses, administrative offices are open from 9:00 a.m. until 5:00 p.m., Monday through Friday, but the buildings generally are open from 9:00 a.m. until 10:00 p.m. for academic purposes. The buildings are scheduled to be open on weekends only as needed. Access to individual classrooms is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. If there's an activity to be held on campus, only those who have approval are issued keys to a building.

Security Considerations for the Maintenance of Campus Facilities

Virginia Christian College is committed to campus safety and security. At VCC, locks, landscaping, and outdoor lighting are designed for safety and security. When feasible, repairs and maintenance to facilities will be scheduled at times that do not interfere with the normal operations of the college. Lighting has been installed throughout the campuses to increase evening visibility. Major pathways are well lit, including routes from parking areas to buildings and from building to building. Students are encouraged to stay in areas in which visibility is clear.

The Facilities Manager continually survey campus property to evaluate exterior lighting. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Facilities Manager at (703) 445-9056.

Campus Crime Log

Virginia Christian College maintains a daily crime log for recording crimes which occur on the college campus. VCC has historically been less susceptible to many of the violent crimes more prevalent in our principal cities and at larger campuses, and to-date, there have been no reportable crimes on either campus. Nonetheless, the log is available for public inspection during normal business hours. Individuals who would like to review these logs should contact the Safety & Security Office of the respective campus.

Criminal Records Policy

Employment at Virginia Christian College is contingent on the successful completion of a comprehensive Criminal history and National Sex Offender background search. All Information is collected in accordance with Virginia's Dissemination of Criminal History Record Information contained in Chapter 23 of Title 19-2, Crimes Code. (Universal Citation – [VA Code § 19.2-389 \(2020\)](#)).

Sex Offender Information

Virginia Christian College is required to inform the campus community where information concerning registered sex offenders can be obtained. Prince William County Police Department keeps a record of registered sex offenders available to the public on their website at <https://www.pwcva.gov/departments/commonwealth-attorney/registered-sex-offenders>. Registered sex offenders in Norfolk, VA can be found by visiting the Virginia State Police website, which has a geographic radius search for sex, violent, drug, etcetera offenders at <https://sex-offender.vsp.virginia.gov/sor/>.

REPORTING CRIMES AND OTHER EMERGENCIES

Virginia Christian College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate the Safety & Security Office or nearest Campus Security Authority. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire campus community that you immediately report all incidents so that the Safety and Security Office can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning notification.

Reporting to the Safety and Security Office

We encourage all members of Virginia Christian College to report all crimes and other emergencies in an accurate and prompt manner. Reports may be made to the Safety & Security Office and appropriate police agencies. Virginia Christian College strongly encourages all crimes to be reported, whether or not an investigation continues, to assure the Safety and Security Office can assess any and all security concerns and inform the community if there is a significant threat to the campus community.

- Dumfries Campus Safety & Security Office (703) 445-9056 or safetyandsecurity@vcc.edu
- Norfolk Campus Safety & Security Office (757) 321-9700 or safetyandsecurity@vcc.edu
- Prince William County Police Non-Emergency (703) 792-8555
- Norfolk Police Non-Emergency (757) 441-5610
- Dial 911 for all emergencies.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage VCC community members to report crimes promptly and to participate in and support crime prevention efforts. The campus community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the Virginia Christian College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality.

The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow Virginia Christian College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

VCC does not currently have a policy or procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Anonymous Reporting

When the victim of a crime elects to or is unable to make a report, they may utilize these resources. Persons wishing to report a crime or incident with complete anonymity may call the Virginia Christian College Safety and Security Office via phone or email (safetyandsecurity@vcc.edu). Reporters may remain anonymous. The Safety and Security Office typically will not attempt to trace the origin of the anonymous call unless such is deemed necessary for public safety.

Persons may also report crimes through the local Police Department by dialing 911 or calling 1) Prince William County Police Department at (703) 792-6500 or file a report online at <https://www.pwcva.gov/policetip>. 2) Norfolk

Police Department at (757) 664-3277 or file a report online at <https://www.norfolk.gov/3089/Citizens-Online-Reporting-System>.

EMERGENCY NOTIFICATIONS AND RESPONSE

Virginia Christian College is committed to ensuring our campus receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area involving an immediate threat to the health and safety of students, faculty, and staff. In the event of a serious incident (natural or man-made) which the College administration deems significant, and which may pose an immediate threat to the VCC college community, the College has various methods of communicating information quickly and accurately to the college community.

Included among these methods are a campus wide notification system through the education management platform, Populi, which enables the College to broadcast alerts to students, faculty, and staff via text messages and e-mail alerts. Those who have opted-in to receive text messages (no fee involved) will receive a text message and the remainder will receive an email. This service is also used when conditions exist that may require delaying or canceling classes or administrative offices due to weather conditions. Receiving alerts on your mobile phone is the most effective way to receive a timely warning so students, faculty, and staff are encouraged to opt-in to receive SMS/text messaging.

Additionally, when conditions exist that pose potential threats to the college community, the college also posts notices throughout campus buildings. The college also has the capability of broadcasting emergency information to the college community on the College's website.

Based on the emergency situation that may exist, College officials will, without delay, assess the situation to determine the severity of the situation, the threat (if any) to the college community, the appropriate response and the content of the emergency notification message. College Officials involved in this process are those appointed as CSAs to include Safety and Security Office Personnel, the Facilities Manager, any member of the President's Cabinet and Executive Team, the Vice President of Academic & Student Affairs, the Director of Student Success, and the Business Manager.

The response of the College to a particular emergency will address all known factors regarding the current situation and will be in accordance with the College's Emergency Preparedness and Evacuation Plan, which details responses to a variety of adverse conditions the college may encounter. These conditions may include weather emergencies, medical emergencies, criminal activity, environmental emergencies, psychological emergencies, or any other activity that may pose a threat to the members of VCC's college community. Additionally, to ensure the effectiveness of the established Emergency Procedures, the college annually reviews and updates the manual disseminates information as it may become available.

TIMELY WARNING

Timely Warnings Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated--so that campus community members can protect themselves from harm. In an effort to provide timely notice to the campus community, Virginia Christian College notifies the campus community by employing the same methods as with Emergency Notifications (see above). Timely Warnings will be sent out to the campus

community when the following crimes are reported to the Virginia Christian College Safety and Security Office, when the perpetrator has not been apprehended and there is a safety risk to members of the campus community:

- Criminal Homicide
- Negligent Manslaughter
- Rape
- Fondling (Indecent Assault)
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle eft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crime

VCC may also issue a Timely Warning in other circumstances, as outlined above, but the college is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

DEFINITIONS OF CRIMINAL OFFENSES

All reported crimes are categorized in accordance with uniform crime reporting requirements established by the Federal Bureau of Investigation (FBI). The Uniform Crime Reporting Handbook contains definitions and classifications. The Clery Act crime categories are as follows:

Criminal Homicide: Murder and non-negligent manslaughter are defined as the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses

- **Rape:** 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.
- **Fondling:** 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 age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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

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

- **Burglary:** The unlawful entry of a structure to commit a felony or theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Abuse is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- Placing another in reasonable fear of imminent serious bodily injury.
- The infliction of false imprisonment (kidnapping).
- Physically or sexually abusing minor children, including such terms as defined in Virginia State laws relating to child protective services.
- Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury.

Dating Violence: Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be based on the reporting party's statement and with consideration of:

- The length of the relationship.
- The type of relationship.
- 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 threat of such abuse.
 - Dating Violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirement of this section and 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes 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 a 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.
- VCC also recognizes cyberstalking as a form of stalking. Cyberstalking is the use of technology, specifically the internet, to stalk someone.

Hate Crimes: The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. In August of 2008, HEOA S 488, 20 U.S.C. S 1092 (F) (1) F (II) modified the above hate crimes to include the following additional crimes under the hate crime category:

- Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another.
- Threats Intimidation (includes Stalking): 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.
- Vandalism: 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.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, or 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.

PREPARING AND DISCLOSING ANNUAL CRIME STATISTICS

Virginia Christian College reports annually to the Department of Education crime statistics that have occurred within the Geography of VCC for the preceding three calendar years. The crime statistics are prepared by the Safety and Security Office and include any crimes reported to the local police agencies. Any and all of the above crimes will be included in the crime statistics.

DEFINITIONS OF CLERY ACT LOCATIONS

On-Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic areas and used by the institution within the same reasonably contiguous geographic areas and used by the institution in direct support of, or in a manner related to, the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and is frequently used by students, and supports institutional purposes.

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

VCC'S RESPONSE TO SEXUAL MISCONDUCT & DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Virginia Christian College does not discriminate on the basis of sex in its educational programs or employment and sexual harassment, nor tolerate sexual violence, which is a type of sex discrimination. Other acts can also be

forms of sex-based discrimination and are also prohibited whether gender based or not, and include dating violence, domestic violence, and stalking. As a result, Virginia Christian College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct; educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a VCC official.

In this context, Virginia Christian College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the VCC community. Virginia Christian College is committed to creating a community free from intimidation, harassment, retaliation, & violence.

Sexual assault is prohibited by law and is a serious offense that violates the basic standards of behavior expected of members of the college community. The college will not tolerate acts of sexual assault, including domestic violence, dating violence, and stalking. Students, faculty, and staff have the right to be free from abuse, personal force and violence or threats of violence. All students, faculty, and staff are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college will take appropriate action to prevent sexual assault and will correct and discipline behavior that is found to violate this policy.

Virginia Christian College believes that acts of sexual misconduct are reprehensible. In an effort to implement such legislation, VCC is dedicated to providing programming to students, faculty, and staff to help prevent dating violence, domestic, violence, sexual assault and stalking. The following section outlines important information concerning sexual misconduct.

Important Definitions

The following definitions are defined under Virginia Christian College's local jurisdictions.

Consent: Consent is knowing, voluntary, with explicit permission by word or action in cooperation with act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Consent must be informed, freely given and mutual to engage in sexual activity. Individuals may experience the same interaction in different ways; it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or after that, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

Specifically,

- Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.
- Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).

Non-Consent

- If coercion, intimidation, threats or physical force are used there is no consent.

- If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.
- A current or previous relationship is not sufficient to constitute consent.
- Submission under the influence of fear does not constitute consent.
- Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent.
- Silence does not necessarily constitute consent.
- Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Virginia Christian College does not have its own definition of consent or non-consent and relies upon the above definition for purposes of enforcement.

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

- Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or
- Hostile Work Environment: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Dating Violence: Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be based on the reporting party's statement and with consideration of:

- The length of the relationship.
- The type of relationship.
- 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 threat of such abuse.
 - Dating Violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirement of this section and 34 cfr 668. 41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: In the State of Virginia, domestic violence is referred to as family abuse. "Family abuse" is when a *family or household member commits any act involving violence, force, or threat that results in physical injury or places you in reasonable fear of death, sexual assault, or bodily injury. Such acts include, but are not limited to, any forceful detention, stalking, criminal sexual assault or any criminal offense that results in bodily injury or places you in reasonable fear of death, sexual assault, or bodily injury.

**Family or household member" is defined in Virginia to include:*

- spouse, whether or not he or she resides in the same home with the person.

- *former spouse, whether or not he or she resides in the same home with the person.*
- *parents, stepparents, children, stepchildren, brothers, sisters, half-brothers and sisters, grandparents and grandchildren, regardless of whether they reside in the same home with the person.*
- *mother-in-law, father-in-law, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-law who reside in the same home with the person.*
- *any individual who has a child in common with the person, whether or not the person and that individual have been married or have resided together, or*
- *any individual who cohabits or who, within the previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.*

Sexual Assault: The State of Virginia has several statutes addressing illegal sexual behavior under the broad umbrella of "criminal sexual assault." The types of sex crimes addressed in this section are rape, aggravated sexual battery, and sexual battery, just to name a few. The main difference between rape and sexual battery is that rape involves sexual intercourse while sexual battery involves sexual abuse.

- **Rape:** If any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to engage in sexual intercourse with any other person and such act is accomplished
 - against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person; or
 - through the use of the complaining witness's mental incapacity or physical helplessness; or
 - with a child under age 13 as the victim, he or she shall be guilty of rape.
- **Aggravated Sexual Battery:** Sexually abusing someone under any one of the following circumstances:
 - If the victim is less than 13 years old;
 - Through the use of the victim's mental incapacity or physical helplessness;
 - The offender is a parent, grandparent, stepparent, or step-grandparent *and* the victim is between 13 and 18 years old;
 - Against the victim's will by force, threat or intimidation, *and either*
 - 1) the witness is between 13 and 15 years old,
 - 2) the offender causes serious injury (bodily or mental) to the victim, or
 - 3) the offender used or threaten to use a dangerous weapon.
- **Sexual Battery:** Simple sexual battery is the most basic form of sexual assault in Virginia.
 - Sexually abusing a person under any one of the following circumstances:
 - Against their will by force, threat, intimidation, or trick;
 - Within a two-year period more than one victim or with one victim on more than one occasion without consent;
 - If the victim is an inmate and the offender is in a position of authority over the victim; or
 - If the victim is a probationer, parolee, or pretrial defendant and the offender is in a position of authority over the victim.

Sexual Misconduct: Any nonconsensual sexual physical contact, including instances in which the person subjected to the misconduct is incapable of giving consent because of permanent or temporary mental or physical incapacity.

Stalking: In the State of Virginia, stalking is intentionally engaging in conduct that places another person in fear of death, criminal sexual activity or bodily injury. A person commits stalking if directly, or indirectly through another person, the person knowingly:

- Engaged in Conduct: Following another person, waiting at a person's home or work, making threatening or obscene phone calls, or unwanted contact online or through social media are all examples of conduct that can be the basis for a charge of stalking in Virginia.
- At Least Twice: To convict an offender of stalking in Virginia, the offender must have intentionally engaged in conduct with intent to place the victim in fear of death, sexual assault or bodily harm on at least two separate occasions.
- Intent to Place in Fear: The intent required to convict an offender of stalking in Virginia is intent to place the victim in fear or knowledge the conduct will cause fear. The offender can also be convicted if he should have known that his conduct will cause fear. *Fear* refers to reasonable fear of death, criminal sexual activity, or bodily injury. The type of fear caused does not need to be the same each time to be convicted of stalking in Virginia.
- Person: The conduct intended to cause fear must be directed at another person. The other person can be the intended victim, or it can be directed at a family or household member of the intended victim.

VCC also recognizes cyberstalking as a form of stalking. Cyberstalking is the use of technology, specifically the internet, to stalk someone.

Further definitions are located in the VCC Sexual Misconduct Prevention.

WHAT TO DO IF IN CASE OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Virginia, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past ninety-six (96) hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or Security. Although VCC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the Safety and Security Office or Campus Security Authorities (CSAs). Whether a victim reports the crime to officials, or not, if the alleged offender is a member of the campus community, the victim has a right to proceed to seek College discipline against the offender.

To criminally report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Virginia Christian College Safety and Security Office in Dumfries at (703) 445-9056, in Norfolk at (757) 321-9700, or simply 911. CSAs will assist any victim with notifying local police department if they so desire. A victim

of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights:

- To receive information concerning available services for victims;
- To be notified of certain significant actions and proceedings pertaining to your case;
- To be accompanied at all public criminal proceeding by a victim advocate, family member or another person;
- To offer prior comment on the sentencing of a defendant to include the submission of a written and/or oral victim impact statement;
- To be restored, to the extent possible, to the pre-crime economic status through restitution, compensation, and the return of property.

If personal injury results from the incident, and the offender is sentenced to a state correctional or mental facility, the victim has the right to comment on sentencing release decisions (work release, transfer, furlough, parole, pardon, discharge, or community treatment center placement) and to be provided immediate notice of escape of the offender.

Where the offender is committed to a local correctional facility for a violation of the order or for a personal injury crime against a victim protected by the order, the victim has the right to receive immediate notice of the release of the offender on bail.

Moreover, the victim has the right to have assistance in the preparation of, submission of and follow-up on financial assistance claims at the Prince William County & the City of Norfolk District Attorney's Office. To the extent of the victim's cooperation and consent, Virginia Christian College will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint.

Virginia Christian College does not publish the name of Clery Act crime victims nor house identifiable information regarding victims in the Campus Security department's Daily Crime Log or online.

Protecting Confidentiality of Victims

All members of the Virginia Christian College Student Conduct Committee, case managers, and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Confiding in other students, faculty, and staff will necessitate some reporting; however, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

VCC does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety and Security Office Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by submitting a written request to the Vice President of Academic and Student Affairs.

VCC'S Responsibilities

The College takes the strongest possible stance against sexual misconduct in all its forms. The College is actively engaged in educating its members about these vital issues and providing timely support and assistance to victims of sexual assault. If a crime of sexual misconduct has occurred on or off campus, the Virginia Christian College will provide the victim, whether students, faculty, or staff, with a written explanation of the victim's rights and options as well as the resources available to them through both the institution and the community.

PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

You have other options in addition to, or in alternative to, contacting the Safety and Security Office regarding sexual assault, domestic violence, dating violence, and stalking.

Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Title IX Coordinator (students):

Vice President of Academics & Student Affairs: Dr. Shennell January

office: 1006 Williamstown Drive, telephone: (703) 445-9056, email: sjanuary@vcc.edu

Concerns about conduct by an employee or third-party that may violate this Policy may also be reported to:

Title IX Coordinator (faculty and staff):

Director of Human Resources: Mr. Greg Johnson

office: 1006 Williamstown Drive, telephone: (703) 445-1299, email: gjohnson@gracechurchva.org

Victim Rights

If you or someone you know is the victim of a sexual assault, the victim has several rights, including:

1) The Right to Human Dignity

Victims shall:

- Be treated with fairness and respect for their dignity,
- Be free from any suggestions that they must report sexual assaults to be assured recognition of any other identified principles or rights,
- Be free from any suggestion that they are responsible for the sexual assaults committed against them,
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct,
- Be free from unwanted pressure from campus personnel to:
 - Report sexual assaults if they do not wish to do so,
 - Report sexual assaults as less serious offenses,

- Refrain from reporting sexual assaults for any reason, including the fear of unwanted personal publicity,
- Have their allegations of sexual assault treated seriously.
- Have their privacy honored.

2) The Right to Resources on and Off Campus

Victims shall:

- Receive the options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously,
- Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether the assault is formally reported to campus or civil authorities or not formally reported.
- Be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
 - Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects,
- Have access to campus counseling. If not available, VCC will assist victims in locating community-based counselors.

3) The Right to Law Enforcement and Campus Intervention

Victims shall:

- Have the right to notify appropriate law enforcement, including campus authorities,
- Have the right, if they so choose, to assistance from the campus authorities in notifying local law enforcement,
- Have the right to decline to notify such authorities,
- Reports of sexual assault will be investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported,
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities,
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault,
- "No contact" orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the College receives notice of a complaint, - orders of protection, restraining orders,
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victim's alleged assailants,
- Victims shall be notified of the options for and provided assistance in changing academic accommodations if such changes are reasonably available.

4) The Right to Campus Judicial Proceedings

Victims have the right to:

- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them,
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused,
- Have a person (advocate) of their choice accompany them throughout the disciplinary hearing,
- Remain present during the entire proceeding as required by law.
- Be heard at the proceeding,
- Be assured that their irrelevant past sexual history will not be discussed during the hearing,
- Be informed in a timely fashion (60 business days) of the outcome of the hearing,
- Have the right to appeal the outcome of the hearing.

Available Resources

Virginia Christian College will provide the victim, in writing, information concerning additional security and support which could include issuing a no-contact order, helping arrange a change of working arrangements or academic schedules (including for the accused pending the outcome of an investigation) or adjustments for assignments or tests. VCC will also provide victims written notification about other available resources such as: victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus. VCC will make accommodations requested by the victim regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.

The Virginia Department of Criminal Justice Services website lists a variety of resources for sexual assault victims (both male and female). Visit this website to review National and Statewide resources: <https://www.dcjs.virginia.gov/victims-services/programs/sexual-assault-awareness-month-resources>

INTERNAL DISCIPLINARY PROCEDURES ONCE AN INCIDENT OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS BEEN REPORTED

Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, and may violate federal and state laws. Violations of this policy are subject to disciplinary sanctions through the Office of the Vice President of Academic and Student Affairs and/or the Human Resources Office.

Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent).

- Reports or complaints against any Community College employee (faculty, staff, administrator or executive) will be processed by the Human Resources Office.
- Reports or complaints alleging discrimination or harassment by a student or by individuals who are not members of the College community (e.g., third party vendors, contractors, and guests) will be processed by the Vice President of Academic and Student Affairs (VPSAS).

All incidents involving an alleged violation of Title IX involving students should be forwarded to the Title IX Coordinator for review. When received by the Title IX Coordinator, the information will be reviewed and the level

of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The Title IX Coordinator will also ensure that accommodations, resources, rights, and options are addressed with the complainant.

Virginia Christian College's procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking provides that the proceedings will include a prompt, fair and impartial process from the initial investigation to the final result. A prompt, fair and impartial proceeding includes a proceeding that is:

- 1) Completed within reasonably prompt timeframes designated by an institutions policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay;
- 2) Conducted in a manner that:
 - a. Is consistent with the institutions policies and transparent to the accuser and accused;
 - b. Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - c. Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings;
- 3) Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused. The officials will at a minimum receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

At any time, when a complainant expresses an interest in exploring options with the Title IX Coordinator, the process will begin with communication with the Complainant. This conversation will occur in a prompt and timely fashion. Possible outcomes of this initial discussion include the following:

- 1) The incident is documented, but no further action is determined to be necessary by the VPSAS. Appropriate accommodation to the complainant and appropriate remedial measures will still be applied; or
- 2) Complainant wishes for the VPSAS to proceed with an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be applied. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
- 3) The complainant requests that the VPSAS proceed with the formal Student Conduct Investigation. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be considered. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

In any of the three outcomes listed above, appropriate documentation will be completed for submission to the Title IX Coordinator. There may be cases in which the information provided requires that action be taken (including initiating informal or formal action), irrespective of the desires of the complainant, and in such cases the College will take that action. In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

Initial Investigation

When an initial investigation is pursued, the investigator, usually a Vice President or his/her delegate, will contact the respondent to schedule a meeting. In that meeting, the investigator will review the following:

- 1) Rights of the respondent,
- 2) The allegations,
- 3) The respondent's perspective on the allegations,
- 4) Actions requested by the complainant, if any, and
- 5) Actions recommended by Virginia Christian College.

If, following the discussion, the respondent agrees to honor the complainant's and VCC's requests, and the investigator believes that the complainant's requests are reasonable and appropriate, steps will be taken to complete those actions in a prompt and timely manner. Examples of such actions include, but are not limited to, counseling for the respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The complainant will be notified of the respondent's agreement and appropriate documentation will be completed for submission to the Title IX Coordinator. No reportable disciplinary record is created. However, the information will remain on file should future concerns be reported.

When the respondent is not willing to honor the requests of the complainant or the College, a follow-up meeting will be held with the complainant to determine next steps. Although selecting the initial investigation initially, the complainant may wish to modify the request to a formal process.

INTERNAL DISCIPLINARY PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

Student Process

When cases involving domestic violence, dating violence, sexual assault, or stalking are reported and a formal conduct process is initiated, the College will provide a prompt, fair, and impartial investigation and resolution. Reports will be investigated (if applicable) and managed by professional staff or Student Conduct Committee members who have been trained on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

If, after factual investigation, charges are assigned and the respondent accepts responsibility, both the respondent and complainant (hereafter "party") has the opportunity to request a sanction review.

If the respondent contests the charges (i.e., denies responsibility for one or more of the assigned charges), the matter will be forwarded to a Student Conduct Committee Hearing. The standard of evidence in a hearing is a more likely than not, a preponderance standard. In other words, the determination is whether it is more likely than

not that a violation occurred. In a hearing, both parties may question all witnesses. Questions may also be posed by each party to the other; however, questioning of the other party will be permitted only through the Committee Chair.

The respondent and complainant may each be assisted by an advisor. "Advisor" is defined as any person selected by the respondent or complainant to assist and accompany them through the College conduct process (including Disciplinary Conferences, Administrative/Student Conduct Committee Hearings, President Reviews, and formal Appeals). Parties may choose a trained advisor, (e.g., an attorney), or choose a non-trained advisor, or may choose to proceed without an advisor. A party shall not select an advisor with the actual or effective purpose of disrupting the proceedings, causing emotional distress to the other party, or otherwise attempting to disrupt the process. The advisor, upon request of either party, may:

- 1) Accompany the party in any disciplinary proceeding,
- 2) Advise the party in the preparation and presentation of sharing of information, and
- 3) Advise the party in the preparation of any appeals or sanction reviews.

The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing, or outside during breaks, but may not speak on behalf of the advisee. Delays in the conduct process will not normally be allowed due to scheduling conflicts with advisors.

Each party will be allowed to submit a statement of facts prior to the hearing that will be added to the hearing packet. Each party will also be allowed to submit an impact statement that will be reviewed by the President should the respondent be found responsible for violating the Code. Within ten (10) school days after the hearing, the Student Conduct Committee shall transmit its findings and decision as to cause and recommendation in writing to the President. Simultaneously, a certified copy of the Committee's findings, decision as to cause, and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to both the accuser and accused last known address.

The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause. No Committee determination adverse to a student shall be finalized by the President until the student has been afforded an opportunity to request that the President review the Committee's findings, decision as to cause, and recommendations. This review does not entitle the student to a full rehearing of his/her case. Such review shall be requested in writing.

The student shall have five (5) school days after the receipt of the Committee's findings, decision as to cause, and recommendations to request in writing a review by the President. The request should be sent by registered mail to the Office of the President.

Upon request, the President shall limit the review of the Committee's findings, decision as to cause, and recommendations to the following four (4) issues:

- 1) Did the Committee follow the procedures contained in Student Conduct Code?
- 2) Was the Committee hearing conducted in such a way as to provide the student an adequate opportunity to present his/her defense?

- 3) Did the evidence presented at the hearing satisfy the requisite burden of proof?
- 4) Is the sanction reasonable in relation to the gravity of the violation?

Within thirty (30) calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the President shall simultaneously notify, by certified or registered mail with return receipt requested, both the accused and accuser or the accused or accuser's attorney of record of his/her decision regarding the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Vice President of Academic and Student Affairs for a minimum of five (5) years after the date of last attendance by the student.

In cases of an alleged Clery Act/Title IX/VAWA offense or other "crime of violence," the victim and the accused shall be informed of the outcome of any institutional disciplinary proceeding simultaneously and any changes to the final result. The decision of the President shall be final within the College.

Faculty/Staff Process

Allegations of misconduct by faculty and staff members will be investigated by the Vice President of Academic and Student Affairs (VPSAS). The appropriate VPSAS, or a designee, will be responsible for investigating reports of sexual assault, domestic violence, dating violence, and stalking, and making factual findings applying a preponderance of the evidence standard, with respect to whether a policy violation occurred.

Following the fact finding and investigative process, the VPSAS will prepare a written report with findings and remedial recommendations to the President. Following the President's review of the case, both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions, providing that such disclosure does not violate State Law and/or Contractual Agreements. Both the accused and the accuser may appeal the final disciplinary sanctions.

Virginia Christian College Policies and Bargaining Unit Agreements will be followed throughout the appeal process. At the conclusion of any appeal process, both the accused and the accuser will be notified simultaneously, in writing, of the outcome of the appeal and sanctions.

Burden of Proof

As noted, the standard of evidence for determining whether a violation most likely occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is "preponderance of evidence."

Right to Alternative Procedures

It is the right of any individual to pursue other avenues of recourse which may include initiating civil action or seeking redress under state criminal statutes and/or federal law. These avenues of complaint may be pursued concurrently without jeopardizing an individual's right to use on campus complaint procedures, including student disciplinary procedures.

Individuals may also pursue civil rights complaints through state and federal agencies, including OCR (students), EEOC (employment), and HCRC (employment). Complainants should contact these agencies directly regarding agency procedures and deadlines for filing complaints.

Sanctions for Misconduct

Following a final determination of an institutional procedure regarding domestic violence, dating violence, sexual assault or stalking, the College may impose the following sanctions or protective measures:

Students

- Sanctions up to and including expulsion from the College
- Administrative Directives for No Contact: (Students may request a Directive for No Contact through the Office of the Vice President of Academic and Student Affairs)
- Restriction from portions of campus
- Change in course assignment
- Mandated Psychological Evaluation and/or Counseling
- Mandated Education

Faculty/Staff

- Employee termination from Virginia Christian College
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Removal from administrative position

CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

Virginia Christian College encourages students and employees to be responsible for their own security and the security of others. In addition to the many programs offered by the College Security and other College offices, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Crisis Management Team

In order to enhance emergency preparedness and prevention efforts, VCC has established a Crisis Management Team (CMT). The objective of the CMT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at VCC, as well as develop and implement programming. The multidisciplinary team is composed of professionals from all Virginia Christian College Departments.

The CMT meets once per term, or as needed, and is coordinated primarily by the Director of the team. The programming developed and implemented aims to:

- Prevent dating violence, domestic violence, sexual assault and stalking crimes and to provide awareness to both students, faculty, and staff

- Educate students, faculty, and staff about drug and alcohol abuse
- Inform student and students, faculty, and staff about VCC campus security procedures and the prevention of crime

The Crisis Management Team's programming takes three different forms: Crime Prevention, Awareness Programs, or Bystander Intervention. Each of these forms of programming are implemented through the distribution of informative pamphlets, handouts, copies of VCC policies, or verbal presentations.

Programming activities include:

- Crime Prevention:
 - Campus and online safety training during student orientation at the beginning of each semester (August and January)
 - Campus and online safety training during employee orientation when hired and is repeated once per year during staff meetings
- Awareness Programming
 - This programming will apply to students, faculty, and staff and will take one or multiple of the following forms:
 - Distribution of informative pamphlets
 - Handouts
 - Copies of VCC policies
 - Verbal presentations.
 - Promoting national awareness months
 - April: National Sexual Assault Awareness Month
 - June: National Safety Month
 - October: National Substance Abuse Awareness and Prevention Month
 - October: National Domestic Violence Awareness Month
- Bystander Intervention Programming
 - Students, faculty, and staff are educated about safe and positive options during their orientations

Safe And Positive Options for Bystanders

Most people want to help in difficult situations, but many incorrectly assume that someone else will take action in a phenomenon known as "Diffusion of Responsibility." Each bystander's sense of responsibility to help decreases as the number of witnesses increases. The end result is that nobody speaks up, comes forward, or helps. This is not bystander apathy. People may be truly concerned about the welfare of the victim, sincerely believing that someone else will help or hoping that another person is either more likely to intervene and more qualified or more capable than they are to intercede.

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Specific interventions can be divided into four main types:

- Engage: Say or do something that directly engages one or more of the parties involved
- Distract: Say or do something to interrupt the interaction
- Enlist: Ask for the help of someone else who may be better able to intervene
- Delay: Say or do something after the difficult moment or incident has passed

Response

How do you decide what to do? Before you act, consider if the situation is an emergency or non-emergency and should intervention be direct, indirect or both? If appropriate, utilize the S.E.E. protocol for safe intervention.

Safe Responding:

- Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself

Early Intervention:

- Take action before the problem becomes worse

Effective Helping:

- Implement specific helping skills depending on the situation

If a victim confides in you:

- It is important to let the victim tell their story
- Listen respectfully and help them explain and identify what has happened to them.
- Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges.
- Help the victim identify others in their network in whom they can confide.
- Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so.
- The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

Safety And Risk Reduction Tips

Personal Safety:

- Most assaults occur one-on-one.
- Decrease your chances of assault by walking with someone else.
- Avoid walking in areas with limited lighting.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to our admin.

Property:

- Don't leave books or other valuables, such as purses, briefcases, or backpacks, unattended for even short periods of time.

Sexual Offenses:

- Awareness of the possibility that a sexual offense may happen to you is the first step in prevention, be always aware of your surroundings.
- Bystander intervention can play an important role in reducing perpetration.
- If you see something suspicious report it immediately to the administration.

Driving:

- Park in well-lit areas whenever possible.
- Always lock all doors, even while driving.
- Learn the basics of driving in poor conditions.
- Check weather reports in advance.
- Carry an emergency kit in your car.

Fire Prevention:

- Don't abuse fire safety equipment.
- Report all non-functioning equipment to the administration.
- Do not overload electrical outlets. If you require a multi-plug device, contact the Administration.

Student Code of Conduct

VCC seeks to create and maintain an educational environment where individual and institutional responsibilities combine to promote students' holistic development (spiritual, intellectual, personal, emotional, and vocational). The Office of the Vice President of Academic & Student Affairs and the Office of Student Success work together to administer the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the Community College to respond to allegations of student misconduct. We believe that trust among our members is essential for both high quality scholarship and the effective operation of the College. In order to achieve this goal within an atmosphere where the rights of its members are respected, and Christian Integrity is upheld, it is necessary to establish policies and procedures that govern student conduct. These regulations have been developed to reflect the nature of a student community focused on educational and spiritual growth and the unique situations that arise within such a community of learners. As such, every member of the College community is provided equal rights and benefits in accordance with the expectation that each student demonstrates maturity, intelligence, and concern for the rights of others. However, all students are required to sign the Acceptance of Beliefs contract.

General Student Conduct Expectations

Within the traditions of its mission and Christ-centered environment, VCC expects its students to display a high standard of behavior and personal values. Among these expectations are:

- 1) Respect for the rights and human dignity of others, especially in the conduct of relationships.
- 2) Respect for the rights and needs of the VCC community to develop and maintain an atmosphere conducive to Christian morals and academic study.
- 3) Respect for the College's academic traditions of honesty, freedom of expression, and open inquiry.
- 4) Respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff who make up the VCC community.

- 5) A willingness to assist others in need of support, guidance, or friendship.
- 6) Respect for federal, state, and local laws and ordinances.
- 7) Respect for the authorities, policies, procedures, and regulations established by the College.
- 8) Adherence to the values, attitude, behavior, direction, and tone, that Christ set forth when relating to fellow students or community members who have been wronged or have entered into a dispute.

Safe Community (Campus & Online)

Maintaining a safe campus requires a commitment from all Virginia Christian College community members. A safe and respectful environment is where learning can best occur, and it is the responsibility of all members of our community to ensure safety. Relevant to crime prevention, expectations of the VCC community comprise:

1) Non-Discrimination

VCC is committed to providing students from all walks of life with the opportunity to undertake theological studies in a Christian setting. With the exception of maintaining a Christian, Jesus-centered environment that is conducive for the free reign of the Holy Spirit, the College shall be in conformity with all applicable federal and state statutes and regulations, and shall not discriminate on the basis of age, race, color, sex, marital status, ancestry, national and ethnic origin, physical or mental handicap. This may occur in a single egregious instance or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal or physical aggression, intimidation, or hostility.

Virginia Christian College promotes this policy by ensuring that staff and students are responsible for ensuring that they understand and implement the policy and behave in a courteous, sensitive and non-discriminatory manner when dealing with other staff and students.

2) Non-Harassment

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

- Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or
- Hostile Work Environment: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

There are high expectations regarding standards of behavior within the staff and students of VCC. Students and staff seek to follow the example of our Lord Jesus Christ and This VCC policy enforces the mandates of Title VII of the Federal Civil Rights Act of 1964 and creates an academic environment free of sexual harassment. The VCC community will not tolerate sexual harassment and is committed to providing and preserving an atmosphere free from all forms of harassment. All members of the VCC community experiencing sexual harassment in the classroom or on the job should seek consultation immediately with the Vice President of Academic and Student Affairs, who also serves as the Title IX Coordinator for students.

3) Use of Facilities & Equipment

Virginia Christian College currently leases its facilities from its host church, Grace Church. The College will make its facilities available to community groups, organizations, and businesses for college-related events only. All non-College related facility users will need to communicate directly with Grace Church by contacting the Facility Manager at 703.445.1299 regarding rental agreements. It should be noted that Virginia Christian College campus activities take priority over all other requests for facility use.

Space will be made available for college activities in the following order of priorities:

- College instructional programs
- Official College events
- College-sponsored educational activities
- Approved student clubs and organizations
- Approved extracurricular activities
- External organizations

4) Unauthorized Access

Unauthorized access to or use of College buildings, facilities, equipment, or other properties is prohibited. This includes but is not limited to: gaining access to a room, location, or building without authorization, unauthorized use of a college vehicle, and/or improper possession or duplication of a key or key card.

5) Theft

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is often seen as a crime of opportunity. VCC is not liable for the theft or loss of personal goods taken on VCC property. Students are encouraged to take precautionary measures against theft, such as securing personal items, locking vehicle doors, and identifying personal property. All lost or stolen property should be reported to the Safety and Security Office, but followed up by the target with the local police department. It is important to be very vigilant when it comes to suspicious persons.

The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to labs, classrooms locked when not occupied.
- Don't provide unauthorized access to persons in the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in your vehicle, a lock box or a locked drawer.
- Keep a list of all valuable possessions including the make, models, and serial numbers.
- Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks.
 - Don't leave laptop computers or textbooks unattended in labs or classrooms, even if it is for a short period of time.
- 8. Don't lend credit cards or identification cards to anyone.

6) Weapons

All members of the College community, including students, faculty, and staff, as well as visitors to Virginia Christian College, are prohibited from possessing and carrying firearms, ammunition, explosives or

weapons on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Virginia Christian College, whether or not a federal or state license to possess the same has been issued to the possessor; Law enforcement officers do not need to seek authorization. Failure to comply with the College weapons policy will result in disciplinary action against violators.

The Vice President of Academic and Student Affairs is also responsible for conducting pre-admission, re-enrollment, and continuing enrollment reviews for prospective, returning or current students with known behavioral problems. Any individual or entity may submit reports alleging student misconduct to the Vice President of Academic and Student Affairs or the Office of Student Success or his/her designee at the campus where the incident occurred.

The Office of Student Success provides outreach programming designed to inform and educate students and to promote a Christ-centered environment where learning and growth can take place. Please visit the Virginia Christian College Student Services Department website at <https://www.vcc.edu/students> where you can find the Student Handbook containing the Code of Conduct, Student Records Policy, the Student Misconduct Due Process.

MISSING STUDENT POLICY

In accordance with federal legislation, the College follows this policy in cases when a student is reported missing to the Virginia Christian College Safety and Security Office (SSO). When a person notifies the Safety and Security Office that a student is missing, a report and initial investigation will be completed by the SSO personnel. That report must include the last time the student was seen and the name of the person making the report.

Students are required to file an Emergency Contact Form with the College. These persons are then inputted into the student's electronic file so that will be accessible to the appropriate personnel in the event the student is reported missing. Virginia Christian College is required by law to notify the parent or guardian of students under the age of 18 years old and is not legally emancipated. Students who are over the age of 18 or emancipated, their emergency contact will be notified if the student is reported missing.

When a report has been filed with the Safety and Security Office and SSO personnel has determined that the student has been missing for twenty-four (24) hours, the Director of Campus Safety and Security:

- 1) Appropriate campus official will be notified, including but not limited to, the Vice President of Academic and Student Affairs and the Director of Student Success.
- 2) Notification of the parent/guardian or emergency contact (if filled by a student who is at least 18 years of age) that the student is reported missing for twenty-four (24) hours, will be done by Safety and Security personnel.
- 3) Notification of police authority if the student is missing more than twenty-four (24) hours will be done by SSO personnel or administration.
 - Note: If the initial investigation reveals information that indicates that the missing person may be in danger Prince William County or the City of Norfolk Police, or the police of jurisdiction will be notified immediately:
- 4) SSO personnel or administration will help facilitate contact between the parents/guardian/emergency contact and the police.

ALCOHOL AND DRUGS

It is the policy of Virginia Christian College to prohibit the possession, use, manufacture or distribution of tobacco, alcohol, illegal drugs or other controlled substances, as defined by federal law, on the campus or as part of any college activity.

Any violation of this statement will be dealt with by the Safety and Security Office and will be subject to disciplinary action, up to and including suspension from the college. Evidence of successful completion of a rehabilitation program will be a requirement for reinstatement. Enforcement of these laws can be accomplished by the Safety and Security Office for administrative referral or criminally by the local Police Department. If local, state, or federal laws have been broken on campus or during college activities, the college will also notify appropriate law enforcement agencies. Illegal possession or use of drugs or alcohol may result in criminal prosecution.

Virginia Christian College, by federal law, is required to notify the source of financial aid at the time the violation is reported. A conviction of the violation of this law must be reported within ten (10) days of the conviction.

Alcohol And Other Drugs Notification

In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Virginia Christian College is required to provide this notification annually to all students, faculty, and staff.

It is the policy of Virginia Christian College to prohibit the possession, use, manufacture or distribution of tobacco, alcohol, cannabis, illegal drugs or other controlled substances, as defined by federal law, on the campus or as part of any college activity.

As an educational institution, VCC aims to educate its community members about prevention and the risks of unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. As an agent of the Church, VCC holds to the church's position that total abstinence is the first step in prevention of tobacco, drug, and alcohol abuse. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus.

Disciplinary Sanctions

- Disciplinary sanctions for the violation of the policy by any students, faculty, and staff may include, but are not limited to, reprimand, reassignment, demotion, suspension, dismissal, or termination of employment.
- Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probation, suspension, or expulsion.
- A disciplinary sanction for either students, faculty, and staff or students may include the completion of an appropriate rehabilitation program. Information concerning available counseling, treatment, rehabilitation or re-entry programs can be provided by the Office of Student Success (students) or by the Human Resources (students, faculty, and staff.). These resources may include, but are not limited to:
 - Counselling through VCC,

- Counselling through local communities, and
- Rehabilitation centers such as Alcoholics Anonymous.

Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages. Penalties under local, state, and federal law may range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility for terms ranging from six (6) months to life sentence.

Any students, faculty, and staff, whether faculty, administrator or support staff, who is convicted under a criminal drug statute for a violation occurring in the workplace must notify the administration within five (5) days from the date of conviction.

In the case of students that receive federal financial aid, Virginia Christian College is required by federal law to notify the source of financial aid at the time a student violation is reported. A conviction of the violation of this law must be reported with ten (10) days of the conviction.

The Safety and Security Office, the Office of VP of Academics and Student Affairs, and Office of Student Success meets biennially to review the Alcohol and Other Drugs (AOD) programming including the AOD Notification and disciplinary sanctions.

Drug And Alcohol Programming

As previously stated in the *Preventing Crimes Through Programming* section of this document, Virginia Christian College has created the Crisis Management Team (CMT) in an effort to develop and implement programming. The Crisis Management Team meets once per term or as needed coordinated primarily by the Team Director.

The goal of this programming is to educate students, faculty, and staff about drug and alcohol abuse and VCC's drug and alcohol policies. This programming will apply to students, faculty, and staff and will take one or multiple of the following forms:

- Distribution of informative pamphlets
- Handouts
- Copies of VCC policies
- Verbal presentations
- Promotion of National Substance Abuse Awareness and Prevention Month

Drug And Alcohol Treatment Resources

Drug and alcohol resources are available to students, faculty, and staff via community agencies. These resources are listed below:

- You can use [Alcoholics Anonymous](#) & [Narcotics Anonymous](#) websites to locate helplines and websites for local groups near you who can assist you in finding a meeting.
- If you are searching for alcohol treatment for a loved one or for yourself, the [Alcohol Treatment Navigator](#) developed by the National Institute on Alcohol Abuse and Alcoholism is for you. More than just another directory or search engine, the Navigator aims to educate. It explains how to spot quality treatment along

with ways to find it. The Navigator will teach you how to be an informed consumer of alcohol treatment services.

- The [National Institutes on Drug Abuse](#) offers guidance in seeking drug abuse treatment and provides five questions to ask when searching for a treatment program.
- The [Behavioral Health Treatment Services Locator](#) is an online source of information for individuals seeking treatment facilities in the United States for substance abuse/addiction and/or mental health problems. The site is sponsored by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA).
- You can use [Psychology Today's Find a Therapist](#) website, a searchable community clinician directory, to identify mental health services in the community that may be suited to your needs.
- If you currently, or in the future, find yourself dealing with a personal crisis which necessitates immediate attention by a mental health professional (e.g., thoughts or plans to kill yourself, thoughts of seriously harming others, recent sexual assault), please review your Emergency Services options.
 - Prince William County Emergency Services: <https://www.pwcva.gov/departments/community-services>; (703) 792-4900 or (703) 792-7800
 - City of Norfolk Emergency Services: <https://www.norfolk.gov/1804/Emergency-Services>; (757) 664-7690

EMERGENCY RESPONSE PROCEDURES

Virginia Christian College regards the safety of all members of the campus community with the utmost importance. In recognizing this, Virginia Christian College has developed emergency response and evacuation procedures for campus facilities.

In regards to response time, the Administration, has developed emergency procedures which have been implemented by Virginia Christian College.

Declaring A Crisis on Campus

Campus emergencies may only be declared by the following persons:

- Civil Authorities: The police, fire officials, or other local, state, or federal government agencies may declare an emergency which would involve the campus.
- VCC Campus Security Authorities (CSAs): The President, or if not available, a member of the President's Cabinet may declare an emergency.

Campus Crisis Procedures

In the event of an emergency or a dangerous situation, the President of Virginia Christian College will make the decisions necessary. If the President is unavailable, a member of the President's Cabinet will make the necessary decisions. The appropriate official will:

- 1) Confirm that there is a significant emergency, dangerous situation, or crime.

- The confirmation process is a coordinated effort with the members of the Safety and Security Office, President's Cabinet, and designated CSAs
 - All members of the VCC community, students, faculty, and staff, are expected to report any emergency or crime to the Safety and Security Office (SSO) or available CSA. Upon the report of an emergency or crime will contact the appropriate Cabinet member(s).
 - If safety permits, the notified Cabinet member(s) will make every effort to confirm the emergency or crime through visual observation, otherwise observation by the SSO or CSA official, or two or more direct witnesses will be considered confirmation.
 - If the Cabinet member receives notification from local law enforcement agencies or national weather agencies, VCC will consider the crime or emergency confirmed. The Administration will notify the Cabinet in order to initiate the appropriate crisis response procedure.
- 2) Notify the campus community.
 - In the instance an *emergency notification* is necessary, the appropriate members of the VCC President's Cabinet will determine which segments of campus should receive a notification.
 - VCC will notify the entire on-campus community if the President or appropriate official determines that more than half of the campus is likely to be affected by the emergency.
 - The available Cabinet members and Administration will continually evaluate the situation and VCC will notify additional segments if determined necessary.
 - If issuing a notification will compromise efforts to assist a victim, or contain, respond to, or otherwise mitigate the emergency, VCC will not administer a notification.
 - If a *timely warning report* is needed, it will be issued to all members of Virginia Christian College community (campus and online).
 - In the case an incident, previously requiring an *emergency notification*, escalates to include a Clery Act Crime, both an *emergency notification* and a *timely warning report* will issue for the same occurrence.
- 3) Determine the content of the announcement.
 - Content of the announcement will be determined on a case-by-case basis and evaluate various factors, such as who is receiving the announcement and the intended outcome of the announcement.
 - For example, members on campus may receive an announcement directing them to take shelter, while members off campus may receive an announcement directing them to stay away from campus – this variation would be aimed to serve the safety of different segments of campus appropriately.
 - Other factors that may be considered for insertion in an announcement include preventive directions, a description of alleged perpetrator(s), whether there will be follow up announcements.
- 4) Initiate the appropriate announcement process in accordance with the specific details related to the emergency notifications vs. timely warning located in the following section.

EMERGENCY NOTIFICATIONS & TIMELY WARNING REPORTS ANNOUNCEMENT PROCESS

Emergency Notifications

Emergency Notifications will be administered in consultation with and at the request of one or more of these campus security authorities: the President, a CSA, or a relevant staff. In addition, emergency notifications related to severe weather may also be administered by the Safety and Security Office. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In all instances of emergency notifications, the college will ensure that all personally identifying information is not released, so as to protect the privacy of the victim and the accused. If alleged perpetrator information is needed to identify a potential threat VCC, in consultation with the local authorities, may release a description. VCC may utilize the following methods to administer emergency notifications:

- A notification will be sent to the college community via their communication selection in Populi
 - Students, faculty, and staff that do not have populi access can gain access through the IT Department.
- A verbal page may be sent via the in-house phone system.
- VCC may issue a mass e-mail to the college community.
- Students may also be contacted through the Director of Student Success or his/her designee.
The type of notification(s) will be determined on a case-by-case basis to ensure safe and effective communication.

Timely Warning Reports

Timely Warnings are administered with the intent to enable the campus community to protect themselves following a criminal incident. Though VCC strives to protect confidentiality, if it is necessary, VCC will include personally identifying information to ensure overall campus safety and security. The determination to include personally identifying information will be made on a case-by-case basis by the appropriate Cabinet member(s). Anytime a timely warning is issued, VCC will issue the warning to the *entire college community* through one or multiple of the methods used in the abovementioned emergency notifications:

Additional Safety Alerts

In addition to the items described above, VCC may issue safety alerts to part or all of the VCC community.

- Safety alerts may be issued in situations such as, but not limited to:
 - An incident that occurs on campus that affects the personal safety and security of the campus population:
 - Power outage
 - Unsafe snow conditions
 - Phishing or other threats to VCC's online community
 - Conditions posing potential concern requiring raised awareness
 - An incident that occurs in close proximity to the campus that may potentially affect the personal safety and security of the students, faculty and staff population.
 - Safety alerts will be issued using the same procedure as outlined above with the following means of communication:
 - Postings in the campus buildings
 - Postings on the website
 - Communication via populi

- E-mail to students, faculty or staff
- Communication to campus community through telephone system
- Postings on social media

PROCEDURES FOR DISSEMINATING INFORMATION TO THE LARGER PUBLIC

All personnel must direct all media inquiries to the President to avoid confusion and ensure consistency of information given to the media. Should the President not be available, the Vice President of Academic and Student Affairs, or the Director of Student Success, respectively, will assume spokesperson responsibilities.

Available members of the President's Cabinet will compose and approve information provided to the larger public. Information will be provided when accurate data is available, and the disclosure will not compromise mitigation efforts. Personal identifiable information regarding an alleged victim, alleged perpetrator, faculty, staff member, or student will not be disclosed.

The designated spokesperson will utilize available media (radio, television, print, internet, etc.) on a case-by case basis.

Interviews with faculty, staff, or students on the premises are not permitted during a crisis, nor are videotaping or picture taking inside the buildings except in the spokesperson's office or designated media room.

Virginia Christian College routinely schedules drills and exercises to evaluate our emergency announcement processes, including emergency notifications and timely warning reports. Prior to each drill VCC publicizes to the campus community VCC's emergency response and evacuation procedures. A drill or exercise occurs at a minimum of once per year. The VCC Crisis Management Team reviews and assesses the results of the drill or exercise and makes recommendations to the President's Cabinet as needed.

Populi Alert – a test of the alert is conducted on an annual basis. A notice of the scheduled test date is sent out. On that date a test alert is sent to all registered persons. A printout is available listing individuals registered in this system. This list is utilized to follow up with those registered to evaluate the effectiveness of the test.

In-house phone system – an annual test of the in-house phone system is conducted after notification is dispersed in advance to the campus community. A follow up e-mail is sent to the students, faculty, and staff of the VCC campus community to evaluate the effectiveness of the test.

Fire alarm – an annual test of the alarms is conducted in the building and includes an evacuation of personnel. Testing is scheduled and announced in advance. Evaluation of the exercise is conducted by the Crisis Management Team.

E-mails – The Information Technology department maintains e-mail availability continually. If you experience issues with receiving emails from your Populi account, first, ensure your desired email is in the system. If it is and you're still not receiving emails, let IT know and they will help you.

Emergency Equipment

Virginia Christian College maintains updated, fully operable, and easily accessible emergency equipment that is tested annually to ensure effectiveness. These include:

- First Aid Kits: A basic first aid kit for minor ailments/injuries is kept in the Admin office.
- Automated External Defibrillators (AEDs): AEDs are located in the hallway near the entrance of the campus buildings.
- Fire Safety Equipment: Fire extinguishers Smoke Detectors have been placed throughout the buildings. Batteries and inoperable devices are replaced immediately by the Facilities Manager.

The VCC Crisis Management Team reviews these procedures after drills or exercises and adjusts the procedures accordingly.

EMERGENCY PREPAREDNESS AND EVACUATION PROCEDURES

Procedures During a Crisis

During a crisis situation, VCC Campus Security Authorities will direct its campus members to evacuate or take shelter-in-place. If direction from VCC Campus Security Authorities is unavailable, members of campus are encouraged to use personal judgment to ensure safety and prevent further crisis.

Shelter-In-Place

Shelter-in-place will occur when evacuations are not recommended or possible. Shelter-in-place is initiated through notification by the Administration, direct observation, emergency notifications, timely warning reports or alerts as stated above. Each floor of each campus building has designated a shelter-in-place area.

Taking action

VCC does not encourage its community members to take action unless all other means of recourse have been exhausted. Individuals in crisis situations must determine if taking action is the only remaining option.

Evacuations

An evacuation will occur when members of the VCC community are endangered should they remain in the building. Evacuations are initiated through fire alarms, verbal notification by the Administration, direct observation, emergency notifications, timely warning reports, and alerts as stated above. Each campus building evacuates to an assigned location previously provided to students, faculty, and staff.

Preparing For an Evacuation

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.

- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

During An Evacuation

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel or the Building Safety Coordinator (BSC).
- Check doors for heat before opening (Do not open door if hot).
- WALK — do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your Rally Point unless otherwise instructed.
- If relocating outside the building:
 - Move quickly away from the building.
 - Watch for falling glass and other debris.
 - Stay with your building safety coordinator.
 - Keep roadways and walkways clear for emergency vehicles.
 - If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at you designated Rally Point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS!!!!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Building Coordinators will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and Rally Points for their area.

Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

Evacuation Of Disabled Persons

Persons Using Crutches/Canes or Walkers. In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons below:

- Non-ambulatory persons

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer should stay with a wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user. If immediate evacuation is necessary, be aware of the following considerations:

- Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
- You may need to remove the chair batteries; life-support equipment may be attached.
- In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair.
- Lifting a person with minimal ability to move may be dangerous to their well-being.
- Wheelchairs should not be used to descend stairwells, if at all possible. Instead, use an emergency evacuation chair.
- Non-ambulatory persons may have respiratory complications. Remove them from smoke or fumes immediately and determine their needs and preferences.
- Check the evacuation routes for obstructions before assisting the person to the exit.
- Delegate other volunteers to bring the wheelchair.
- Reunite the person with their wheelchair as soon as it is safe to retrieve it.

Always consult with the person in the chair regarding how best to assist him/her:

- The number of people necessary for assistance.
- Ways of being removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, plasticity, braces, etc.
- Whether to carry forward or backward on a flight of stairs.
- Whether a seat cushion or pad should be brought along if the wheelchair is being left behind.
- In lieu of a wheelchair, does he/she prefer a stretcher, chair with cushion/pad, or car seat?
- Is paramedic assistance necessary?

- Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a "sighted guide"; offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

- Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning:

- Write a note describing the emergency and nearest evacuation route. ("Fire. Go out rear door to the right and down, NOW!")
- Turn the light switch off and on to gain attention, and then indicate through gestures what is happening and what to do.

Clery Act Statistics Log

3-Year Period of Reported Incidents (2022, 2023, 2024)					
VCC does not have residential housing facilities, therefore a fire safety report is not included in this log.					
Reported Incidents	Dumfries Campus	Norfolk Campus	Non-Campus	Public Property	Unfounded
Crimes					
Murder/ Non-Negligent Manslaughter	0	0	0	0	0
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
VAWA Offenses					
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests					
Weapons carrying, possessing, etc.	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Disciplinary Actions/Judicial Referrals					
Weapons carrying, possessing, etc.	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Hate Crimes	0	0	0	0	0

CLOSING COMMENTS

Virginia Christian College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety and security in and around our campus. We hope that this information has helped you identify those features of the campus safety program that can assist you in having a positive experience at VCC.

In our efforts to continually enhance our safety program, we welcome your input regarding VCC's safety and security programs and services. You can provide your input by emailing info@vcc.edu or safetyandsecurity@vcc.edu.