# DSLCC 2018 Annual Campus Security

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Message from the President</td>
<td>4</td>
</tr>
<tr>
<td>A Message from the Vice President for Financial and Administrative Services</td>
<td>5</td>
</tr>
<tr>
<td>About DSLCC</td>
<td>6</td>
</tr>
<tr>
<td>The College</td>
<td>6</td>
</tr>
<tr>
<td>History of the College</td>
<td>6</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>7</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>7</td>
</tr>
<tr>
<td>Values Statement</td>
<td>7</td>
</tr>
<tr>
<td>College Governance</td>
<td>8</td>
</tr>
<tr>
<td>The Virginia Community College System</td>
<td>8</td>
</tr>
<tr>
<td>DSLCC Local Board</td>
<td>8</td>
</tr>
<tr>
<td>DSLCC Administration</td>
<td>8</td>
</tr>
<tr>
<td>Preparation of this Report</td>
<td>9</td>
</tr>
<tr>
<td>Distribution of this Report</td>
<td>9</td>
</tr>
<tr>
<td>Clery Act Information</td>
<td>9</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>10</td>
</tr>
<tr>
<td>Reporting a Crime</td>
<td>10</td>
</tr>
<tr>
<td>Local Police Numbers</td>
<td>11</td>
</tr>
<tr>
<td>Call Boxes</td>
<td>11</td>
</tr>
<tr>
<td>Questions about this Security Report</td>
<td>11</td>
</tr>
<tr>
<td>DSLCC-Main Campus Crime Statistics</td>
<td>11</td>
</tr>
<tr>
<td>DSLCC-Rockbridge Regional Center Crime Statistics</td>
<td>14</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSLCC 2018 Annual Campus Security</td>
<td></td>
</tr>
<tr>
<td>Roanoke Higher Education Center Crime Statistics</td>
<td>16</td>
</tr>
<tr>
<td>DSLCC Emergency Response and Evacuation Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Policies and Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Access to Buildings Maintenance of Facilities</td>
<td>19</td>
</tr>
<tr>
<td>Threat Assessment Team</td>
<td>20</td>
</tr>
<tr>
<td>Alcohol/Drugs and Firearms/Weapons Policy</td>
<td>20</td>
</tr>
<tr>
<td>Sexual Assault Policy</td>
<td>21</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>21</td>
</tr>
<tr>
<td>Bullying Policy</td>
<td>22</td>
</tr>
<tr>
<td>Forbidden Conduct</td>
<td>22</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>23</td>
</tr>
<tr>
<td>Disciplinary Sanctions</td>
<td>24</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>24</td>
</tr>
<tr>
<td>Tornado Drill</td>
<td>25</td>
</tr>
<tr>
<td>Earthquake Drill</td>
<td>26</td>
</tr>
<tr>
<td>Lockdown Drill</td>
<td>26</td>
</tr>
<tr>
<td>Title IX, Sexual Violence, Domestic Violence, Dating Violence, and Stalking</td>
<td>26</td>
</tr>
<tr>
<td>Campus Map</td>
<td>45</td>
</tr>
<tr>
<td>RRC Campus Map</td>
<td>46</td>
</tr>
<tr>
<td>Roanoke Higher Education Center Map</td>
<td>47</td>
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2018 ANNUAL CAMPUS SAFETY REPORT

MESSAGE FROM PRESIDENT JOHN RAINONE

The work that DSLCC faculty, staff, and administrators perform focuses on one mission—to offer the residents of our service area accessible, affordable post-secondary educational opportunities at the highest level of excellence. To achieve this, it is important to consistently have talented people in place and the best possible resources available for use by the students and the community members that count on us for their educational, occupational, and personal development needs.

To maximize your success, we work diligently to promote a healthy, safe and secure physical environment. The College works with local and state law enforcement officials in the development and enforcement of policies and procedures that can be used in the event of unusual occurrences and/or emergencies.

This report contains important information that you should review. I close by reminding you that individuals should take responsibility for remaining vigilant, taking basic precautions and staying aware of their surroundings—in the classroom, on the parking lot, at work, and at home. Information and awareness remain the most important keys to our safety.

John J. Rainone, President
Dabney S. Lancaster Community College
A Message from the Vice President for Financial and Administrative Services

Dear Members of the Campus Community,

Dabney S. Lancaster Community College administration, faculty, and staff are committed to continuously improving the safety and security of our campus community. We are dedicated to maintaining a safe and comfortable environment that facilitates learning and other productive activities. I encourage you to take a few moments to review the important campus security information contained in this report.

In addition to the dedication of DSLCC employees, the College enjoys a very positive working relationship with our state and local police forces, and local emergency responders. We encourage all members of the campus community, in the event of an emergency to, **first contact 911**, and then notify a member of the DSLCC administration, faculty, or staff of the emergency. Telephones capable of accessing 911 emergency services are available at call boxes on the campus grounds, in the elevator in Backels Hall, in classrooms, and in offices throughout all of the buildings at the main campus and the Rockbridge Regional Center.

A crisis or emergency can happen at any time and anywhere; therefore, we encourage you to assume responsibility for your own personal safety and security, and to take advantage of information and training opportunities provided by DSLCC and the community.

If you have any questions, or would like more information regarding campus safety and security, please contact the Office of the Vice President for Financial and Administrative Services at 540-863-2806.

Sincerely,

Angela D. Graham  
Vice President for Financial & Administrative Services  
Dabney S. Lancaster Community Colle
About DSLCC

The College

Dabney S. Lancaster Community College (DSLCC) is a two-year public institution of higher education and a member of the statewide Virginia Community College System. The College is supported by the Commonwealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern portion), and Rockbridge as well as the cities of Buena Vista, Covington, and Lexington and the Town of Clifton Forge, but welcomes students from other areas as well. The College does not provide residential housing facilities for its student body and does not have such facilities on campus.

History of the College

In September 1964, students were admitted for the first time to the Clifton Forge-Covington Division of Virginia Polytechnic Institute and State University.

In the first two years, this branch college offered programs available at the parent institution, as well as a certificate program in secretarial science. In 1965, a pre-college foundation program was added. This was expanded into the general community college program in 1966.

Beginning with the summer quarter in 1967, all programs of this community college came under the control of the Virginia State Board for Community Colleges. The College itself was renamed Dabney S. Lancaster Community College, honoring the prominent Virginia educator and long-time resident of the College's service area.

Dr. Lancaster began his career as Associate Master of the Chamberlayne School for Boys in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and State University and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. In 1955, he became the Chair of the State Council of Higher Education for Virginia.

He later retired to Bath County where he served on the school board. Over his lifetime, Dr. Lancaster served on the boards of Madison College (currently James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.
DSLCC 2018 Annual Campus Security

Mission Statement

Dabney S. Lancaster Community College provides an opportunity for the extension of knowledge, skills and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible and respects students’ diverse backgrounds, rights, responsibilities, and abilities. In partnership with local business, industry, government, professions and other educational institutions, DSLCC provides programs and services that prepare members of the community to reach their potential as engaged and learned citizens.

Approved by the President’s Council: March 9, 2015
Approved by Local Board: March 9, 2015

DSLCC Vision Statement

Dabney S. Lancaster Community College changes lives, strengthens community, and provides pathways to success.

Endorsed by the President’s Council: April 27, 2015

DSLCC Values Statement

Accessibility
We value the opportunity to provide the residents of our service region appropriate pathways through which they can achieve educational and professional goals without barriers of cost, distance, or time.

Learning
We value the process of teaching and learning, the sharing of knowledge, the importance of innovation, and the empowering of all students with the tools to reach their academic potential and maximum career success.

Community
We value the diverse perspectives, backgrounds, and beliefs that collectively form the DSLCC community, and we embrace these differences among students, employees, and community members as ways to enrich, grow and thrive as individuals and as an institution.

Integrity
We value the belief that the dream of educational attainment is best realized when all members of the DSLCC community respect academic honesty, promote accountability, and demonstrate responsibility for themselves and others.

Approved by the President’s Council: March 9, 2015
The Virginia Community College System

The Virginia Community College System is the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

The Chancellor is the chief executive officer of the Virginia Community College System and serves as the secretary of the State Board for Community Colleges. The Chancellor is appointed by the State Board for Community Colleges.

It shall be the duty of the chancellor to formulate such rules and regulations and provide such assistance in the office of the chancellor as shall be necessary for the proper performance of the chancellor’s duties. The state board prescribes the duties of the chancellor, in addition to those duties otherwise prescribed by law; and, at its discretion, approves the appointment by the chancellor of such agents and employees as may be needed by the chancellor and the VCCS in the exercise of the functions, duties, and powers conferred and imposed by law and to effect a proper organization to carry out these duties.

VCCS Website

Dabney S. Lancaster Community College Local Board

The Dabney S. Lancaster Community College Board is a local advisory board, made up of ten members, which supports Dabney S. Lancaster Community College. Its members represent the various jurisdictions which support the college. The jurisdictions are the counties of Alleghany, Bath, Botetourt, and Rockbridge and the cities of Covington, Buena Vista, and Lexington and the town of Clifton Forge.

Dabney S. Lancaster Community College Administration

The administration of the College reviews matters concerning college policy and administrative procedures and makes appropriate recommendations to the president. The administration of the colleges is composed of the following positions:

President

Vice President for Financial and Administrative Services

Vice President of Academic Affairs

Vice President for Workforce Solutions and Community Education
**DSLCC 2018 Annual Campus Security**

Director of Student Services

Director of Human Resources

Associate Vice President of Institutional Effectiveness and Academic Services

Director of the DSLCC Educational Foundation

**Preparation of this Report**

The Annual Security Report is prepared by the Director of Student Services with input from the Vice-President for Administrative Services, and the Associate Vice President of Institutional Effectiveness and Academic Support. Additionally, an email request for crime statistics was sent to the following law enforcement agencies:

- Virginia State Police
- Rockbridge County Sherriff’s Office
- Roanoke Higher Education Center
- Alleghany County Sheriff’s Department
- Clifton Forge Police Department
- Buena Vista Police Department

**Distribution of this Report**

The Annual Security Report is available online at [http://www.dslcc.edu/student-services/safety-security/](http://www.dslcc.edu/student-services/safety-security/). It is distributed via email on or prior to October 1 every year. Print copies are available in Student Services, the Rockbridge Regional Center, and the Library.

**Clery Act Information**

The administration of Dabney S. Lancaster Community College will follow all applicable state and federal reporting laws to ensure a safe campus. The college will prepare a safety report and make it prominently available on the DSLCC website.

As required by law, this report provides information about security on campus including: campus community crime statistics, fire safety information, institutional policies on campus security, alcohol and drug use, the reporting of crimes, sexual assault, sexual harassment, and crime prevention. This report also provides phone numbers of helpful community resources. A map of the DSLCC campus can be found on the DSLCC website and provides readers with a useful reference source of information.

Information for this report is compiled from reports from various campus offices including, but not limited to, Student Services, the Business Office, and Facilities Maintenance as well as from local police agencies.
DSLCC 2018 Annual Campus Security

The most recent Annual College Security Report will be available online at the College’s homepage. DSLCC is committed to providing the members of the campus community and visitors with the safest and most secure environment possible and encourages the campus community to remain aware of personal safety and work cooperatively with the campus to ensure the security of all.

Crime Prevention

DSLCC works hard to ensure the safety of all individuals within the college community. While DSLCC does not have a campus police force, local law enforcement regularly patrol campus as a part of their daily responsibilities. Students and employees must take responsibility for their own safety and the security of their belongings. Common sense precautions can be the most effective means of maintaining personal security. Here are some practical suggestions:

- Be alert and pay attention to your surroundings
- Avoid listening to personal music devices, such as iPods, which can make it easier to be taken by surprise
- Although our college is very safe, students and staff are encouraged to exercise caution. Walk in pairs or groups after dark, utilize lighted areas on campus, and avoid wooded areas
- Know the location of the emergency call boxes on campus
- Valuable personal property should not be brought on campus. If you choose to bring such property, keep it with you at all times
- Carry only credit cards needed for the day
- Cars should be parked in well-lit areas and valuables locked in the trunk
- Students and employees should not leave personal items unattended. Books, book bags, backpacks, purses, and other items can be targets for theft
- Notify a college official if any individual on campus or at the RRC appears not to have legitimate business or who arouses suspicion
- Know the phone number of local police and consider programming it into your cell phone. Remember, call 911 in an emergency

In partnership with local agencies, DSLCC provides its students, faculty, and staff with drug, alcohol, and substance abuse awareness programs, security awareness programs, as well as sexual assault, dating violence, stalking, and domestic violence programs as a part of its overall campus crime prevention program.

Reporting a Crime

All Dabney S. Lancaster Community College students, staff, faculty, and guests who witness or become a victim of an emergency should call 911 for assistance. If you call 911, dispatchers will notify the appropriate law enforcement agency. Emergency call boxes that connect directly to
DSLCC 2018 Annual Campus Security

911 are located at various points on campus. Call boxes are tested periodically by maintenance to ensure serviceability. Employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act).

Local Police Numbers

Alleghany County Sheriff’s Department  540-965-1770
Clifton Forge Police Department  540-863-2513
Buena Vista Police Department  540-261-6174

DSLCC encourages that all crimes occurring on campus be reported to the Director of Student Services (540-863-2925; Room 124) or the Vice President of Finance and Administrative Services (540-863-2806; Room 148) to ensure inclusion in the annual crime statistics.

Call Boxes

A blue light marks the emergency call boxes on campus at night time. Units have buttons to talk and listen. Call boxes are for emergency use only and should not be activated for non-emergency issues.

Questions about this Security Report

Questions about this security report should be directed to the Vice President for Financial and Administrative Services or the Director of Student Services.

Campus Security Authorities

In accordance with the Clery Act, DSLCC has identified agents of the college to serve as Campus Security Authorities. DSLCC identifies all employees as Campus Security Authorities.

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<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities</th>
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<tr>
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DSLCC-Clifton Forge Statistics
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### DSLCC 2018 Annual Campus Security

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<td>Stalking</td>
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### HATE CRIME REPORTING:

No hate crimes reported in 2016 and 2017. There was one hate crime in 2018 that resulted in vandalism of school property. The bias was race. No unfounded reports in 2016, 2017, and 2018.
### DSLCC-Rockbridge Regional Center Statistics

<table>
<thead>
<tr>
<th>Offense (Reported By Hierarchy)</th>
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<th>On Campus</th>
<th>Non-Campus</th>
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**HATE CRIME REPORTING:**

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**DSLCC 2018 Annual Campus Security**

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**HATE CRIME REPORTING:**

DSLCC 2018 Annual Campus Security

DSLCC Emergency Response and Evacuation Procedures

In accordance with the Higher Education Opportunity Act (Public Law 110-315) DSLCC offers the following information concerning the college’s Emergency Response and Evacuation Procedures:

The college will, without delay, and taking into account the safety of the community, determine the content of any emergency notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergencies should be reported immediately by dialing 911 first then calling the Vice President for Financial & Administrative Services (VPFAS) or another Administrator. The VPFAS or Administrator will be responsible for confirming the presence of a significant emergency, at which time they will notify the appropriate responsible parties and initiate the notification system. Primary agencies and individuals involved in the process of confirming an emergency and/or initiating the notification system include:

The Dabney S. Lancaster Community College President
The VP of Financial and Administrative Services
The Director of Building & Grounds
The Director of Student Services
The VP of Academic Affairs
The Associate VP of Institutional Effectiveness and Academic Services
The VP of Workforce Solutions and Community Education
The Director of Human Resources
The Manager of IT and staff
The Manager of the Rockbridge Regional Center

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is confirmed, the DSLCC Emergency Alerts will be initiated and the campus community will be notified as rapidly as possible. DSLCC communicates emergency notifications in several ways.

1. Emergency announcements to all offices and classrooms over the IP telephone network
2. The DSLCC Alert system delivers important emergency alerts, notifications, and updates on all registered devices:
   - E-mail accounts (work, home, other)
   - Cell Phones / Pagers
   - Smart phones/PDAs (Blackberry, Treo, & other handelds)

Registration with the DSLCC Alert system is a free service for students, faculty, and staff. DSLCC officials will make every attempt to share important information, including alert messages regarding emergencies at (or near) college facilities. While a variety of resources will be used to communicate as needed, the college cannot guarantee that incidents will not occur nor can it guarantee that every student will receive every message. Measures are in place for the safety and protection of students, faculty, staff, and visitors, but each individual is
DSLCC 2018 Annual Campus Security

responsible for taking prompt action appropriate for each situation and, when necessary, following the directions of college officials and emergency services personnel.

To register with the DSLCC Alert System, please visit DSLCC Alerts and click on “DSLCC Alert.”

3. The DSLCC homepage will display emergency notifications and contain the most up to date information.

4. There is digital signage at the entrance to the main campus and televisions located inside each of the building on campus which may display emergency notifications.

5. Local media outlets will be notified in the event of an emergency.

Radio Stations:
- WKEY/WIQO-Covington
- WXCF-Clifton Forge
- WSLC 610 AM/WSLQ 99 FM-Roanoke
- WSLW/WKCI-White Sulphur Springs, WV
- WXLK 92 FM-Roanoke
- WRON FM 98-AM 140-Ronceverte, WV
- WVTF (NPR) 89.1 FM-Roanoke

Television Stations:
- WDBJ 7-Roanoke
- WSLS 10-Roanoke

6. Additionally, megaphone announcements as well as door-to-door alerts may be used.

Policies and Regulations

Access to Campus Buildings and Maintenance of Campus Facilities

DSLCC is generally open from 8:00am until 9:00pm or during times that classes are in session. At all other times college buildings are secured; access can be made by making arrangements with the appropriate campus official. Restricted areas such as labs, testing sites, and faculty offices are secured and monitored by college staff. Information on schedule hours for these areas is available through the appropriate academic division.

DSLCC has installed locks that allow all classrooms to be locked from the inside to prevent unwanted intrusion while still allowing doors to be opened from the inside to exit.
DSLCC 2018 Annual Campus Security

Threat Assessment Team

Dabney S. Lancaster Community College is concerned about the safety, health and well-being of students, faculty and staff. There are tools in place meant to address issues regarding potential threats and activities disruptive to the mission of the College.

The College has a Threat Assessment Team (TAT) that meets to address referrals on individuals who may be acting in ways that signal the potential for harm to themselves or to others. The TAT is charged with addressing all reported behaviors of concern or mental health incidents which occur on campus, the Rockbridge Regional Center, classes/training at an off-site location or on an electronic site, including e-mail, blogs, and Canvas postings.

Anyone may make a referral and a process is in place for handling each case in a proper, prompt and professional manner, respecting the rights and privacy of all parties involved. Referrals may be made online on the Threat Assessment Team webpage. Questions regarding the TAT may be addressed to the Director of Student Services at (540) 863-2925.

The following positions on campus make up the Threat Assessment Team:

Associate Vice President of Institutional Effectiveness and Academic Services, Chair
Vice President for Financial and Administrative Services
Director of Student Services
Director of Human Resources
Director of Library Services
Coordinator of Academic Advising and Disability Services
Director of Buildings and Grounds
Director of ADN Program
Director of Student Support Services
Representative from Alleghany Highlands Community Services Board
Representative from Clifton Forge Police Department

Alcohol/Drugs and Firearms/Weapons Policy

The College Catalog and Student Handbook prohibits the unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, firearms, or other weapons or controlled substances on campus or at campus sponsored activities. Please reference the State Board for Community College’s Weapons policy in appendix A of the DSLCC College Catalog and Student Handbook. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution. Resources include the Department of Mental Health and Substance Abuse Services (1-800-451-5544). More information can be found in the DSLCC College Catalog and Student Handbook.
Sexual Assault Policy

Dabney S. Lancaster Community College prohibits the sexual assault on any male or female, full or part-time students by any and all DSLCC employees or students. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim’s mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or through clothing, of the victim’s genitals, breasts, thighs or buttocks without the victim’s consent, as well as touching or fondling of the victim by the accused when the victim is forced to do so against his or her will. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted, however, that the College’s disciplinary proceeding is not a court of law; and as a result, a representative may be present, but that representative does not have the right to be heard. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

- The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.
- The College may disclose the disciplinary procedure to the College community.
- The College may involve law enforcement officials immediately upon notification that an incident has occurred.
- The College’s disciplinary procedure may be suspended pending the outcome of criminal proceedings.

An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College’s disciplinary procedures. More information can be found in the DSLCC College Catalog and Student Handbook. Sexual Assault is a form of sexual harassment and is protected under Title IX.

Sexual Harassment Policy

Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical, or written acts that may create a sexually uncomfortable atmosphere. More information can be found in the DSLCC College Catalog and Student Handbook. Sexual harassment is a form of sexual discrimination and is protected under Title IX.
Complaints of unwelcome sexual advances or repeated sexual expressions creating a hostile environment, threats of penalties in order to gain sexual favors or promises seeking to induce sexual favors may be raised through the following procedures:

- A report of the incident should be made to the Director of Student Services if the accused is a student; if the accused is an employee, the report should be made to the Director of Human Resources. The Director of Human Resources will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.
- The Director of Human Resources will meet with the accused to review the incident and, based on the findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College’s disciplinary process and/or involving law enforcement officials.
- If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person’s supervisor, up to and including the President of the College or designee.

**Bullying Policy**

DSLCC is committed to maintaining a safe and comfortable environment that facilitates learning and other productive activities. As such, no acts of bullying will be tolerated. Encouraging fighting, using profanity, exhibiting obscene gestures or taking any actions to create a climate of imminent danger or instill in others fear of bodily harm are not considered appropriate and will not be allowed. Immediate action will be taken by the administration. More information can be found in the *DSLCC College Catalog and Student Handbook*.

**Forbidden Conduct**

Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community’s pursuit of its educational objectives. More information can be found in the *DSLCC College Catalog and Student Handbook*. The following misconduct is subject to disciplinary action:

- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).
- Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding, or other institutional activities.
- Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.
- Theft from, damage to or misuse of institution premises or property, or damage to property of a member of the institutional community on institution premises.
- Failure to comply with directions of institution officials acting in performance of their duties.
• Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, computer usage, and any other regulations which may be enacted.
• Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, and firearms or other weapons or controlled substances on campus or at campus sponsored activities. Students who violate local, state, or federal laws may be referred by College authorities for criminal prosecution. Resources include the Department of Mental Health and Substance Abuse Services (1-800-451-5544).
• Violation of law on institutional premises in a way that affects the institutional community’s pursuit of its proper educational purposes.

Disciplinary Procedures and Sanctions

Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposition will be final and there shall be no subsequent proceedings or appeals. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student’s response. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause. Hearings shall be conducted in such manner as to do substantial justice:

• Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.
• An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The adviser has no procedural standing nor any right to be heard.
• Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publicity about a case shall be prohibited so as far as possible until all proceedings have been completed.
• Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.
• Production of records and other exhibits may be required.

In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion as defined above. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the President or designee.
DSLCC 2018 Annual Campus Security

- An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
- An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate standings.

Disciplinary Sanctions

The following sanctions may be imposed upon students:

- Admonition: An oral statement to a student that he/she is violating or has violated institution rules.
- Warning: Notice orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
- Disciplinary Probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.
- Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
- Expulsion: Termination of student status for an indefinite period.

More information on DSLCC’s disciplinary procedures and sanctions can be found in the *DSLCC College Catalog and Student Handbook*.

Fire Safety

In compliance with Occupational Safety and Health Administration (OSHA) requirements (29 CFR 1910.38), DSLCC shall have an approved written Emergency Evacuation Plan and Fire Prevention Plan. The College’s staff shall respond to emergencies by taking the actions required by the plans of the campus.

DSLCC conducts fire drills to ensure participants and plans function in the event of an actual fire. Evacuation maps are posted in all classrooms.

General Instructions If You See or Suspect a Fire

- Notify the Fire Department by activating a manual pull station
- Call the Fire Department at 911 immediately, from a safe location
- Evacuate the area
Specific Instructions for Evacuation in the Event of a Fire

- All fire alarms should be treated as an actual fire. It is important to understand that any delay in evacuation may be harmful to you as smoke from what appears to be a minor or small fire may carry hazardous toxins.
- Do not use the elevators.
- Stop what you are doing immediately. Secure any confidential work quickly. If this is not possible, take it with you.
- Take your car keys, coats, books, purses, etc. with you as there is no assurance you will be allowed back into the building. Turn off all equipment and lights if there is time.
- Close doors behind you to confine the fire.
- Go to the nearest stairway or designated exit, in accordance with the Evacuation Plan.
- Follow the directions provided by authorities.
- Once you exit, proceed away from the building for at least 300 feet. Go to the most convenient assembly area:
  - Backels Hall
    - West Exit: Entrance to Swinging Bridge
    - East Exit: Lawn area right of sidewalk leading to Scott Hall
    - South Exit: Lawn area in front of flag poles
  - Warren Hall
    - North Exit: Lawn area between Warren Hall and rear parking lot
    - East Exit: Lawn area on East side of Warren Hall
  - Moomaw Center
    - South Exit: Lawn area in front of Moomaw Center
    - North Exit: Pine trees behind back parking lot
  - Scott Hall
    - West Exit: Lawn area left side of sidewalk leading of Backels Hall
    - North and East Exits: Lawn area North end of Scott Hall
  - Armory:
    - North and East Exits: Lawn Area south side of Scott Hall
    - South and West Exits: Lawn area west side of Armory
  - Sawmill:
    - Parking lot area

Tornado Drill

In the interest of safety for students, employees, and guests, DSLCC conducts a tornado drill each spring. Special emphasis is placed on avoiding windows and glass doors and seeking shelter in the most secure, sturdiest location possible. Individuals are instructed to find a safe, ground floor spot and cover their head and face until a signal is given that the drill has ended. DSLCC schedules a drill on or around the time of a statewide drill day set by the Virginia Department of Emergency Management.
Earthquake Drill

In the interest of the safety of students, employees, and guests, DSLCC conducts an earthquake drill each fall. Individuals are instructed Drop to the floor. Do not try to exit during shaking. Cover your head and neck with one hand and seek shelter under your desk or table as best as possible. If in an auditorium with no tables, take cover between the rows of chairs. Hold on to the leg of the desk/table with your other hand. DSLCC follows guidance from the Virginia Department of Emergency Management.

Lockdown Drill

DSLCC also conducts a lockdown drill once per semester. Emphasis is placed in training students, employees, and guests on how to respond in the event of an active shooter or other danger on campus or any event that may pose imminent danger. DSLCC follows Virginia Department of Emergency Management recommendations. Individuals are instructed to find a place to hide, lock door, close window blinds, and silence cell phones. Individuals should remain in place until they are released by a police officer, a DSLCC building manager, or an administrator of the college. Someone with a key will unlock the door and tell you are released. Do not follow verbal instructions to unlock the door and leave the sheltered location unless the individual(s) has a key to unlock the door.

Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

A. Notice of Nondiscrimination.

As a recipient of federal funds, Dabney S. Lancaster Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Ms. April Tolley, whose office is located in room 147 of Backels Hall, and she may be contacted by phone at 540-863-2808 or by email at atolley@dslcc.edu.

B. Policy.

Dabney S. Lancaster Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).
This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

C. Purpose.

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

D. Applicability.

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

E. Definitions.

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

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

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

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

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

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

**Domestic Violence:** Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

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

**Responsible Employee:** A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. Any DSLCC employee is considered a responsible party.

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

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

**Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting one’s friends hide in the closet to watch one having consensual sex); engaging in voyeurism; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.
Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

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

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

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

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person’s will. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Third Party: A third party refers to any other participant in the process, other than the complainant or respondent, who makes a report on behalf of someone else. A third party could also include a witness to the incident.

F. Retaliation.

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

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to the authorities. All emergencies or any incident where someone is in imminent danger should be reported immediately to authorities by dialing 911 or 540-863-2830.

2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Incident Form or in writing.

Dabney S. Lancaster Community College Title IX Campus Resources

Employees are to report incident to the Director of Human Resources:

April Tolley, Director of Human Resources-Title IX Coordinator
Rm 147 Backels Hall
540-863-2808
atolley@dslcc.edu

Students are to report incident to the Director of Student Services:

Dr. Matt McGraw, Associate Vice President of Institutional Effectiveness and Academic Services-Deputy Title IX Coordinator
Rm 644 Convocation Center
540-863-2866
mmcgraw@dslcc.edu
DSLCC 2018 Annual Campus Security

After normal business hours, members of the campus community should report alleged violations of this Policy to the administrator on call at 540-863-2830

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

H. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. Members of the campus community may decline to notify authorities if they wish. The College will comply with all requests for cooperation by the authorities’ enforcement in investigations. The College may be required to suspend the Title IX investigation while the authorities gather evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College’s investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

I. Confidentiality and Anonymous Reports.

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

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

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

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

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

4. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint. The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

I. Amnesty.

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

J. Timely Warnings.

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. When the college receives notification of an imminent threat, the College will issue an emergency notification without delay and taking into account the safety of the community. The College will ensure, to every extent possible, that an alleged victim’s name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make
decisions to address their own safely in light of the potential danger. The notification will be sent via DSLCC Alert to all registered email accounts and devices by either an administrator or the Technical Services department. When possible, an audible notification will sound via the telephones in every classroom and speakers located on building exteriors.

K. Interim Measures.

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent’s continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant’s witnesses. The College shall provide advance notice of such measures, except in cases where the individual’s presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

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

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

L. Sexual and Domestic Violence Procedures.

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

- Safely find a place away from harm.
- Call 911.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in
urine than in blood.

- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.\(^1\)
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
  - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
  - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - Tell someone all the details you remember or write them down as soon as possible.
  - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

**M. Written Notification of Rights and Options.**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, or who is accused of committing such acts, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

**N. Support Services.**

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.
2. For more information about available resources, please visit the [Campus Safety and Security](#) webpage.
3. Upon request, the College will provide escort services for students, faculty, and staff at night to their personal vehicles.

**O. Education and Awareness.**

4. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking. The [DSLCC Safety](#) and [Title IX](#) videos
DSLCC 2018 Annual Campus Security

can be found on the DSLCC website. Additionally, these videos are shown by every instructor on
the first class meeting, at all New Student Orientation events, and emailed to all students periodically
throughout the semester.

2. Incoming students and new employees must take part in a mandatory primary prevention and
awareness program. The program, at a minimum, shall include:

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

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

P. Resolution of Complaints.

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution
of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s),
investigators, and hearing officials must receive annual training on sexual violence, domestic
violence, dating violence, and stalking, and the conduct of investigations and hearings. The College
may resolve complaints either by an informal or formal resolution process.

2. The parties may agree to proceed under the informal resolution process in matters not involving
sexual violence, domestic violence, dating violence, or stalking. The formal resolution process
will be applied (i) when any party that participated in the informal resolution process chooses to
terminate the process, and (ii) to all matters that are not eligible for informal resolution.

Q. Formal Resolution Process.

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

a) Provide the complainant a copy of this Policy;
b) Provide the complainant with a Complaint Form, if necessary;
c) Provide a written explanation of the complainant’s rights and options related to changes in academic, parking, and working arrangements;
d) Explain avenues for formal resolution and informal resolution of the complaint;
e) Explain the steps involved in an investigation;
f) Discuss confidentiality standards and concerns with the complainant;
g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
h) Refer the complainant to campus and community resources, as appropriate; and
i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes.

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

a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
b) Provide the respondent a copy of this Policy;
c) Provide a written explanation of the respondent’s rights and options related to changes in academic, parking, and working arrangements;
d) Explain the College’s procedures for formal resolution and informal resolution of the complaint;
e) Explain the steps involved in an investigation;
f) Discuss confidentiality standards and concerns with the respondent;
g) Discuss non-retaliation requirements;
h) Inform the respondent of any interim measures that may be imposed on the respondent;
i) Refer the respondent to campus and community resources, as appropriate; and
j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes.
3. Title IX Coordinator’s Initial Determination. a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

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

4. Appointment of the Investigator and Conduct of the Investigation. a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

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

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

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

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

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged victim if different from the complainant;
- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
- The outcome of the investigation.

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

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

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

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

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

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

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

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

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

R. Informal Resolution.

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

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

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

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

S. Sanctions & Corrective Actions.

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

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.

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

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

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

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

T. Appeals.

1. Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Individuals must submit a written request for appeal to Title IX Coordinator or other appropriate college official within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).

2. Appeals shall be granted for the following reasons only:

   - The investigator exhibited unfair bias which influenced the results of the investigation;
   - New evidence, unavailable at the time of the investigation that could substantially impact the investigator’s finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impacts the investigator’s finding;
• Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;
• The sanction(s) are unjustified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.

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

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

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

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

7. Each party may retain an attorney at his or her own expense or designate a non-attorney advisor to accompany him or her at the hearing. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the Hearing Committee Chair of such and provide contact information. The role of the attorney or advisor for the parties shall be limited to advice and consultation with the parties or the parties’ witnesses. Attorneys and advisors may not question witnesses, raise objections, or make statements or arguments to the Hearing Committee at the hearing. If either party is represented by an attorney, the College may receive assistance from the Office of Legal Services of the VCCS System Office.

8. The Hearing Committee Chair shall preside over the hearing. The rules of evidence shall not be strictly applied. All evidence and testimony relevant to whether a violation of this Policy occurred and whether the grounds for appeal are met by a preponderance of evidence shall be considered. The hearing shall be conducted in a fair and impartial manner.

DSLCC 2018 Annual Campus Security
Committee Chair and its members will question the parties and witnesses. The parties may not question one another. The Hearing Committee Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

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

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

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

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

U. Academic Freedom and Free Speech.

1. This Policy does not allow censorship of constitutionally protected expression. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee’s work performance or a student’s educational experience.

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

V. False Allegations.

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

Consenting romantic and sexual relationships between faculty and students, although not expressly forbidden, are generally deemed unwise and are strongly discouraged. Consent by the student in such a relationship may be suspect, given the fundamentally asymmetric nature of the relationship. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

X. Record Keeping.

The Title IX Coordinator shall maintain, in a confidential manner, for at least seven (7) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.
Campus Map
Rockbridge Regional Center