

# 2015

## Annual Security Report

*The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” requires the University of Richmond to report annually, information regarding our campus security policies and campus crime statistics. This document is the Annual Security Report in compliance with the Clery Act.*

*This report contains statistics from calendar years 2012, 2013 and 2014.*



# University of Richmond

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## **Police Overview**

The University of Richmond Police Department (URPD or University Police) has dual accreditation with the Commission on Accreditation for Law Enforcement Agencies since 1990 and the International Association of Campus Law Enforcement Administrators since 2009. This requires an in depth review of every aspect the Department's organization, management and operations to ensure that the highest standards are maintained and practiced.

The department has 22 sworn and commissioned Police Officers, six full time non-sworn unarmed certified security guards and six part time non-sworn unarmed certified library security guards. The sworn officers have comprehensive arrest powers. The authority, responsibility and training of University of Richmond Police Officers are the same as required of any police officer in Virginia. All are certified by the Virginia Department of Criminal Justice Services and are trained in all phases of law enforcement, including the use of firearms. Officers are members of a patrol division, detective unit, or a services area. Patrol officers patrol the campus 24 hours a day every day. They are supported by a communications center staffed by six (non-sworn) communications officers. URPD Officers enforce state statutes along with University regulations and provide assistance to the University of Richmond community by responding to reported criminal incidents and traffic concerns on campus. The detective unit handles cases which require in-depth follow up investigations. The services area provides for the coordination of communications, accreditation management, policy development, and special event coordination. In addition over half of the sworn police officers are certified Emergency Medical Technicians (E.M.T.).

The University of Richmond is geographically located within the City of Richmond and the County of Henrico. URPD has the authority to provide protection and enforce the laws of the Commonwealth of Virginia on all University property and adjacent streets. A criminal or traffic summons issued by the University Police will be adjudicated by the court system of either the City of Richmond or County of Henrico.

The University of Richmond Police Department is committed to promoting a strong working relationship with the City of Richmond Police, County of Henrico Police, and the Virginia State Police. The University currently maintains an MOU with the Virginia State police for the investigation of alleged criminal offenses.

The University of Richmond Police Department responds to all reports of criminal activity occurring on campus to include incidents of sexual assault, domestic violence, stalking, and dating violence. The police department is guided by the laws of the Commonwealth and will coordinate certain investigations with the Commonwealth Attorney. In response to a call for service, the University of Richmond Police Department will dispatch an officer to assist the victim with filing an incident report. The University of Richmond Police Department notifies the University's Title IX coordinators of any report of possible sexual misconduct and all Title IX violations. URPD is the designated Clery reporter for the University of Richmond.

The Police Department maintains a Student Public Safety Auxiliary Program to provide enhanced visibility on campus. The auxiliary officers respond to security escort needs, perform patrol duties, and supplement officers at special events.

## **Security and Access to Campus Facilities**

The University prohibits the possession, carrying, storage, or maintenance of any weapon, including any firearm or any other weapon listed in 18.2-308(A) of the Code of Virginia, by any member of the campus community, with the exception of law enforcement officials. These prohibitions apply to employees, contract workers, and volunteers. The University also limits visitors and others from carrying weapons on campus. Exceptions for academic reasons may be approved if submitted to the Chief of Police.

The University of Richmond strives to maintain an open campus for members of the University community and visitors. The academic and administrative buildings are open to the public during normal business hours, and often into the evening hours for night classes and activities.

Only students, their invited guests, designated University employees, and specifically authorized personnel (i.e. emergency repairs) are authorized to access residential buildings. Residence halls are equipped with a 24-hour card access system and an alarmed exterior door system. Residents may gain entry to their residence halls by using their University ID card. In 2012, the University began to upgrade room locks to an electronic lock system that requires a card swipe and a unique personal identification number to enter each resident's room. Currently 9 residence halls have been upgraded to include an electronic lock system. Dead bolts and other security measures are in place in other residential areas.

University of Richmond Police Officers, University Facilities, and Student Housing staff work together to enforce security measures across campus. Security programs are presented to faculty, staff, and students by request to increase their awareness of safety and security in the residential and academic facilities and on campus grounds. University of Richmond Police Department communicates potentially hazardous problems, such as burned out lights and broken door locks to Facilities for immediate attention and repair.

## **Reporting Crimes**

### **General Crime Reporting**

The University of Richmond encourages our community members to promptly and accurately report crimes to the University of Richmond Police Department. Community members who become aware of any possible crime are encouraged to report that crime to the URPD and assist victims who may be unable to report the crime. Crimes may be reported any time day or night. The University of Richmond Police Department shall provide assistance with reporting any crime that may have occurred outside its jurisdiction. Prompt reporting allows the University to inform victims of resources available to them, mitigate future criminal activity, and assist the institution with notifying the rest of the community if there is a serious or ongoing threat to campus safety.

- Crimes may be reported in person 24 hours a day, at the police department, which is located on the ground floor of building #31, Special Programs Building.

- Crimes or emergencies on the campus of the University of Richmond may be reported to the University of Richmond Police Department by phone. When dialing from an on-campus phone, 8911 (emergency) or 8715 (non-emergency).
- From off-campus or cell phones, individuals are told to call 804-289-8911 (emergency) or 804-289-8715 (non-emergency). It should be noted that when using a cell phone to call University Police, callers should dial 804-289-8911 as dialing 9-1-1 directly may route them to another police agency. If an individual is routed to another police department, the individual will need to advise the jurisdiction of the individual's specific location at the University of Richmond so that the appropriate jurisdiction's responders may relay that information to the University of Richmond Police Department.
- Crimes or emergencies on the campus of the University of Richmond may be reported to the University of Richmond Police Department by one of the fifty one (51) emergency telephone locations throughout the campus, designated by blue lights for easy identification at night. Picking up the receiver or pressing a button activates the emergency telephones. The phones are directly connected to the Police Communications Center, which is staffed 24 hours a day. The location of the activated telephone is automatically identified to the Police Communications Officer.
- Crimes may be reported anonymously by utilizing URPD's on-line "Silent Witness" program. This can be accessed online at <http://police.richmond.edu/report-crime/silent-witness.html>. The University of Richmond supports confidential reporting of crime; however, all information provided may not be kept confidential based upon the totality of the circumstances.
- Crimes may be reported by utilizing Metro Richmond Crime Stoppers. Crime Tips may be reported anonymously by calling (804) 780-1000, texting URTIP to CRIMES (274637), or go online to [www.tipsubmit.com](http://www.tipsubmit.com) Begin all text tips with the keyword "URTIP" and then your message.
- Crimes may be reported using the safety component of our University of Richmond mobile app which can be downloaded at [www.richmond.edu/app/](http://www.richmond.edu/app/)

## Crime Log

Upon request, the hard copy of the University of Richmond's crime Log for the most recent 60 day period is available for public inspection during normal business hours. Any request for a portion of the log that is older than 60 days, will be available within two business days of the request for public inspection.

The University of Richmond Police Department provides an online crime log containing the most recent 60 day period. <http://police.richmond.edu/reports/index.html> The hard copy of the Crime Log is housed within the University of Richmond Police Department located at 31 UR Drive, University of Richmond, Va. 23173. For more information about the crime log or

additional statistical data, contact Captain John Jacobs at (804) 289-8724 or [jjacobs@richmond.edu](mailto:jjacobs@richmond.edu).

If there is clear and convincing evidence that the release of such information would jeopardize an on-going investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information. An offender may be identified on the crime log if arrested.

### **Campus Security Authority (CSA)**

Campus Security Authorities are required to report Clery crimes to the UR Police Department. In addition to public safety staff, designated individuals who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings are required to report as well. If such an official is a pastoral or professional counselor, the official is not considered a Campus Security Authority when acting as a pastoral or professional counselor.

A pastoral counselor is a person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institutions community and who is functioning within the scope of the counselor's license or certification.

### **CSA Crime Reporting Obligation**

A Clery Act crime is considered "reported" when it is brought to the attention of a CSA or the University Police by a victim, witness, other third party or even the offender. The crime reporting party need not be University affiliated. While CSA's are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery geographic locations, CSA's are encouraged to report all crimes reported to them to University Police.

If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information may be true, then, the crime is Clery Act reportable. Reports of alleged criminal incidents must be reported.

## **Crime Prevention Programs**

### **General Topic Crime Prevention Programs**

The University of Richmond is certified through the Virginia Department of Criminal Justice Services as a Certified Crime Prevention Campus. Through programing, University of Richmond encourages students and employees to be responsible for their own security and the security of their property. The University of Richmond Police Department has a comprehensive and interactive crime prevention program available to all students and employees of the University.

The University community is asked to support University Police by reporting any observed unusual circumstances. The University of Richmond Police Department conducts crime prevention and security awareness programs throughout the year. The frequency of the program is listed within each program as each is unique and varies.

- Crime Alerts - Crime Alerts are sent by broadcast e-mail to University of Richmond email accounts whenever there is a need to inform the community of a specific situation. The description of the possible suspects and detailed instructions or actions to take may to help reduce the possibility of becoming a victim.
- Timely Warning – A warning sent by broadcast e-mail to all University of Richmond accounts to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A Timely Warning is disseminated whenever an incident falls within the CLERY specifications.
- Notification Of Sex Offenders - In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Virginia State Police will advise the University of Richmond Police Department if a registered sex offender is employed, carries a vocation, or is a student at the University of Richmond. This information is also available at the Virginia State Police Sex Offender Information Web Site located at <http://sex-offender.vsp.virginia.gov/sor/>
- Educational Seminars & Demonstrations - Personnel from the University of Richmond Police Department are available to host educational seminars and demonstrations on self-defense, alcohol abuse, driving under the influence, sexual violence awareness, residence hall and apartment and upcoming presentations are advertised through sponsoring student organizations, the college paper and radio station and fliers posted through-out the University community.
- Operation ID – Operation Identification is a nationally recognized theft prevention program that involves marking and/or engraving property with traceable ownership information and recording manufactures’ serial numbers and owner –applied identification information on a property inventory form. The University of Richmond Police Department promotes Operation ID to discourage the theft of valuables. We can now use invisible UV pens to permanently mark property such as electronics, metal, or plastic items. This program is available anytime to our students, faculty and staff.

Community members are encouraged to contact the Police Department at 804-289-8715 to learn more about the program or to set up a session to have your valuable property marked. This service is provided for free.

- Vehicle Safety Checks – Once during the spring and once during the fall semester, the University of Richmond Police Department conducts a vehicle safety check. This check includes a vehicle inspection for minor mechanical problems before students drive home for the holidays.

- Student Voice Against Violence - The University of Richmond provides students with various programs and services relating to sex offenses. We believe that education is an important tool in the fight against sexual misconduct. Stealing Home is an educational program intended to promote awareness of rape, acquaintance rape, and other sex offenses. This student peer-group program consists of a series of vignettes, lasting 30 to 45 minutes, and is followed by a short question and answer period for the audience. This ongoing program is designed for sororities, fraternities, student government organizations, residence halls, and other interested groups.
- Women’s Self Defense - The University of Richmond Police Department offers basic women’s self-defense class to all female students, faculty and staff members. The course is dedicated to teaching females how to feel confident in any situation they may encounter during an attack and provide safety awareness tips to help avoid putting themselves in dangerous situations. Students will learn verbal skills and physical techniques to defend against grabs, holds, and bedroom attacks.
- Narcotic Identification, Detection, And Abuse – A University Police presentation that identifies the most commonly abused narcotics and controlled substances; it also highlights the most popular methods of obtaining and concealing these drugs. Participants are advised of the health risks associated with drug abuse and the legal ramifications resulting from illegal usage. This program is available upon request and is normally presented in residence hall programs and/or other University social groups.
- Active Shooter Presentations- “Active Shooter” presentations are conducted throughout the year on campus to faculty, staff, and students. The program is designed to define an “Active Shooter”, provide signs to be aware of, and tips on what to do in the event of such an incident. This is presented bi-weekly at new employee orientation as well as upon request throughout the year.

## **Sexual Misconduct Prevention Programs and Services**

The University of Richmond Police Department and Office of Student Development offer programs to promote awareness of all forms of sexual misconduct. Programs include safety information, self-defense training and counseling.

The University of Richmond conducts training and education for staff and faculty regarding its Sexual Misconduct Policy and related policies and procedures. The trainings are often customized to fit the audience. Each training session provides information on the University’s Sexual Misconduct Policy and related policies and procedures, is trauma-informed, and contains information regarding employee reporting obligations and resources available to students.

The University’s Title IX Coordinators hand out cards at each training that provide contact information including a link to the reporting form, which can be used to report incidents of possible sexual misconduct by faculty and staff.



The Title IX Coordinators create and disseminate a brochure to offices on campus which provides information regarding the University's Sexual Misconduct Policy and related procedures, including information on reporting incidents of possible sexual misconduct.

The University of Richmond has conducted extensive training and education for students on its Sexual Misconduct Policy and related policies and procedures. This training is conducted during New Student Orientation, which includes all new students, first year and transfer, and in other focused sessions. Attendance at this session is mandatory and requires each new student to swipe into the session using their student identification card. The program is entitled "Think Again" and consists of thirty minutes of sexual violence monologues written by University of Richmond students and read by members of the University theatre group. Following the monologues, the Deputy Title IX Coordinators provide information to new students about the University of Richmond's Sexual Misconduct Policy and related policies and procedures. The training is trauma-informed and provides information on victim behavior, helping behavior, and resources available to students. Two upper-class students introduce and conclude the program reinforcing the University's commitment to helping victims/survivors.

The Title IX Coordinators conduct targeted training for student groups, such as the University's men's and women's sport teams and for students involved in fraternities and sororities. These trainings provide information about the University of Richmond's Sexual Misconduct Policy and related policies and procedures, as well as the University's bystander education initiative, SPIDERS Step Up. The trainings are trauma informed and provide information on victim behavior, helping behavior, and available resources.

Resident Assistants and Orientation Advisors receive annual training on the University's Sexual Misconduct Policy and related policies and procedures that is trauma informed and focuses on helping behavior, creating a supportive environment, and resources available to students.

University Deputy Title IX Coordinators hand out cards at each training session that have reporting contact information, including a link to a reporting form, which can be filled out anonymously by students. Additionally the cards contain information on "How to Help a Friend" which is discussed in more detail during every training.

In keeping with the University's objective of fostering knowledge and personal well-being, every undergraduate student is required to complete a three part wellness series, titled Alcohol Edu, prior to graduation. Before arriving on campus, first year and transfer students complete Alcohol Edu, an on-line alcohol prevention and education program, which includes a sexual misconduct education component. Once on campus, students complete a two-hour alcohol seminar (WELL 085) specific to policies of the University and the Commonwealth of Virginia. Students are also required to complete two WELL 090 health education topics courses. Classes are geared towards topics that will promote academic success and personal health.

The WELL 085 on-campus seminar addresses issues of sexual misconduct.

In addition to the training and education described above, the University has implemented several outreach and awareness initiatives relating to sexual misconduct during the relevant time period. These programs are listed at the end of the Sexual Misconduct Policy

Brochures containing this information and other reference material can be obtained at the University of Richmond Police Department, Dean's Offices, or Office of the Vice President for Student Development.

## **Sexual Misconduct, New Students, and Employees Education and Training**

It is the policy of the University of Richmond to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are presented to all new incoming students and employees, and are often conducted during new student and employee orientation and throughout an incoming student's first semester. Programs and other campaigns listed in this report are offered throughout the year to all students and employees including strong messages regarding not just awareness, but also primary prevention and discuss institutional policies on sexual misconduct as well as the definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim blaming approaches. Programs are informed by evidence based research and /or are assessed for their effectiveness.

This training is conducted by the Title IX Coordinators as well representatives from the Deans Office. New Employee orientation is conducted bi –weekly and new employees receive basic awareness training. This program is presented through Human Recourses. Within 45- 60 days of being hired, each new employee is required to attend sexual misconduct training provided by our Title IX Coordinators.

The prevention and awareness program presented by HR and Title IX includes:

- U.R.'s willingness based on the victim's wishes; cooperate with any local law enforcement with respect to any alleged criminal offense involving students or employees of the University.
- The training includes information on predation research, signs of distress that may be warning signs of abusive behavior by or towards an individual. Followed by intervention methods to avoid attacks or engage in bystander intervention.
- The training provides information on resources related to counseling, health, mental health, victim advocacy, legal assistance, and other services. Immigration assistance is provided through the School of International Studies.

## **Sexual Misconduct**

As an educational institution, the University of Richmond values a learning community in which all members feel secure physically and intellectually. Behavior that harms others or threatens campus security challenges the institution's key mission to "sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge." Sexual misconduct is such behavior and is **prohibited** at the University of Richmond. Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and sex/gender based stalking.

Victims of these behaviors are protected by federal laws, specifically Title IX, and the Clery Act, which mandates the content of this report. Additionally, the University [prohibits retaliation](#) against anyone who reports or witnesses an incident of possible sexual misconduct. The University of Richmond will, based on the victim's wishes, cooperate with local law enforcement with respect to any alleged criminal offense involving students or employees of the institution.

If you are a victim of sexual misconduct, gender based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these suggestions may guide you after an incident has occurred.

- Get to a safe place as soon as you can and speak with someone you trust. If there is an immediate danger Contact [University Police](#) by calling 8911 (from a campus phone) or (804) 289-8911. On campus, a blue light emergency phone will connect you directly to the University Police dispatcher.
- Consider securing immediate professional support to assist you in the crisis. Confidential and non- confidential resources are listed below.
- For your safety and well-being medical attention is encouraged. Further being examined as soon as possible, ideally within 120 hours of the incident is important in the case of rape or sexual assault. The [Student Health Center](#) at (804) 289-8064 can assist with injuries, preventative treatment for sexually transmitted diseases, and other health services.
- A special hospital exam (PERK: Physical Evidence Recovery Kit) should be performed at an emergency department. University students can receive the exam at St. Mary's Hospital or Virginia Commonwealth University Health System. The hospital emergency departments follow national standards for survivor care, sexual assault exams, and evidence collection procedures. As long as you do not present your insurance card and are at least 18 years of age, your parents will not be notified. If you are over 18, you have the right to decide whether to contact your parents. Should you choose, you can remain anonymous in order to report and receive care—just inform the triage nurse of your request for anonymity upon your arrival to an emergency room. You will not be billed for treatment. At the hospital, you may choose to undergo a PERK exam even if you are unsure whether you want to report the sexual misconduct to the police and want time to think about it. If you choose to report anonymously, hospital authorities will collect the evidence without revealing your identity to the authorities.
- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- If you obtain external orders of protection without Police or University assistance (restraining order, injunction, or emergency protective order) please notify the University Police and/ or Title IX Coordinators so that those orders can be observed on campus. The University of Richmond offers resources and support to any person seeking orders of protection.
- The University of Richmond provides assistance in any needed advocacy in addition to orders of protection. These may include reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services,

information regarding legal assistance, visa immigration assistance, and student financial aid considerations for victims.

## How Can I Report Possible Sexual Misconduct? Whom Can I Talk To?

- Contact the University Police by calling 8911 (from a campus phone) or (804) 289-8911. On campus, a blue light emergency phone will connect you directly to the [University Police](#) dispatcher.
- All members of the community can contact Maura Smith, Title IX Coordinator and Director of Compliance, (804) 289-8654.
- Contact one of the University of Richmond's Title IX Coordinators. Students should contact: [Molly Field](#) at (804) 289-8617, or [Associate Dean Dan Fabian](#) at (804) 289-8061. Other members of the University community should contact: [Carl Sorensen](#), Associate Vice President, Human Resources and Title IX Coordinator, (804) 289-8166. They can talk with you about your options on campus and refer you to resources in the University community. The University's Title IX Coordinators are [Safe Zone Allies](#).
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. On campus, you can call [Counseling and Psychological Services \(CAPS\)](#) at (804) 289-8119. When the CAPS office is closed, a University counselor is on-call and may be reached through the University Police dispatcher at (804) 289-8715 or through your Resident Assistant; you only need to say that you would like to speak with the counselor on call. Please note that all CAPS Counselors are [Safe Zone Allies](#).
- Talk with the University's Victim/Survivor Advocate, Beth Curry, who is available to listen and support, answer questions, provide information, accompany victims to medical treatment, assist with academic needs, and explain reporting options. She can be reached at (804) 287-1217, [ecurry@richmond.edu](mailto:ecurry@richmond.edu). Please note that Beth Curry is a [Safe Zone Ally](#).
- Students may file an [anonymous report](#). (Please note that University employees cannot use this form anonymously and must provide all requested information when making a report.)

After regular business hours or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance:

- The Richmond Regional Hotline, available at (804) 612-6126, is a crisis response system for people across the region impacted or affected by domestic, intimate partner, and/or sexual violence. Calling the hotline will connect you to a local specialist who can offer support and information about resources and experts in the Richmond area. The hotline is available 24 hours per day and open to victims and their supporters. It is sponsored by the YWCA, Safe Harbor and other area organizations. The YWCA also provides support groups for victims of sexual violence.
- [Safe Harbor](#) supports those who are experiencing or have experienced domestic and/or sexual violence. Safe Harbor offers comprehensive services for survivors of sexual and/or intimate partner violence including a [24-hour helpline](#) at (804) 287-7877.
- The [Virginia Anti-Violence Project](#) offers support for lesbian, gay, bisexual, transgender, queer, and questioning survivors of sexual assault and/or intimate partner violence as well as hate-motivated violence. The LGBTQ Partner Abuse and Sexual Assault Helpline is available Monday-Friday 8am-8pm at 1-866-356-6998.
- Contact someone you trust, such as a close friend, to be with you and support you.

Contact your dean's office about the incident. Many students find it difficult to focus on academic work or have other difficulties after an incident of sexual misconduct. The dean's offices want to support you. For undergraduate students, contact the Richmond College Dean's

Office at (804) 289-8061 (men) or the Westhampton College Dean's Office at (804) 289-8468 (women). For law students contact [Kristine Henderson](#), Associate Dean Student Services & Administration, Law School Dean's Office, (804) 289-8186. For MBA students, contact [Debbie Fisher](#), Associate Director, the Richmond MBA, (804) 289-8012. For SPCS students, contact [Ellen Walk](#), Associate Dean, School of Professional and Continuing Studies, (804) 287-8770.

### Do I Need to Report Right Away? What if I Want To Report an Incident From the Past?

The University encourages individuals to report possible sexual misconduct to the University Police and the University's Title IX Coordinators as soon as possible. Making a prompt report allows victims to get help and access resources quickly. It also allows the University to conduct a timely and thorough investigation and contributes to campus safety. A prompt report to the University Police will enable the University Police to gather evidence that could be used should the victim choose to pursue a criminal investigation. A delay in reporting to the University Police or other appropriate law enforcement officials may result in the loss of important evidence. However, the University recognizes that many individuals who experience sexual misconduct do not tell anyone about it at the time of the incident. If you were victimized weeks ago or even years ago, assistance, including counseling and other support, is still available. The University will investigate a report of possible sexual misconduct even if it is made weeks, months or even years after the incident, although the ability to gather important information may be affected by the passage of time. The University's Title IX Coordinators will investigate a report of sexual misconduct as long as any of the involved individuals are members of the University community (e.g., students, staff, or faculty). The University Police will investigate all reports over which it has jurisdiction, regardless of whether an involved individual is a member of the University community.

### Is The Process the Same for Male Victims?

Yes. The University uses the same process to respond to and investigate reports by male victims. Records show that most victims of sexual misconduct are women; however, men can also be victims. Male victims at the University receive the same services and support as do female victims. Emotional support, counseling, and medical treatment are available to assist any individuals recovering from sexual misconduct.

### Is The Process the Same for LGBTQ (lesbian, gay, bisexual, transgender, queer, and questioning) Victims?

Yes. The University of Richmond [prohibits discrimination](#) based on sexual orientation, gender identity, and gender expression. The University uses the same process to respond to and investigate reports by or involving members of the campus LGBTQ community. The University prohibits all sexual misconduct, including sexual misconduct directed at LGBTQ students, faculty and staff. LGBTQ victims at the University receive the same services and support. Emotional support, counseling, and medical treatment are available to assist any individuals recovering from sexual misconduct.

The University's Title IX Coordinators are Safe Zone Allies.

The University of Richmond also recognizes that the LGBTQ community may need additional assistance finding supportive resources. The [Office of Common Ground](#) offers several resources both on and off-campus to support the LGBTQ community.

### What Counseling and Emotional Support Resources Are Available?

#### On-Campus

Counselors at the University's [Counseling and Psychological Services \("CAPS"\)](#) are available to assist in a crisis situation and to provide you with any information about your options including medical assistance, psychological counseling, University disciplinary procedures, and legal prosecution. You may reach a CAPS counselor at (804) 289-8119 during regular office hours. The CAPS staff also maintains an on-call schedule for emergencies and may be reached through the University Police dispatcher at (804) 289-8715.

Counselors at CAPS can provide safe, confidential support for you during this difficult period. They can inform you of common reactions to crisis situations and discuss coping methods that may assist you immediately following the misconduct and later. Talking about your concerns with one of these counselors may help you sort through feelings and decide what to do. You do not need to disclose your name if you call CAPS for information. Counselors will not reveal your identity to anyone without your permission.

Another important source of support is the University's Coordinator for Sexual Misconduct Education and Advocacy, Beth Curry, who can be reached at (804) 287-1217. Ms. Curry is available to assist students and can provide information on University resources, how to report an incident of sexual misconduct, and the University's process for Title IX investigations and for disciplinary action. Please note all CAPS Counselors and Beth Curry are Safe Zone Allies.

Members of the University community seeking pastoral care and support may contact the Office of the Chaplaincy at (804) 287-6501

#### Off-Campus

The Richmond Regional Hotline, available at (804) 612-6126, is a crisis response system for people across the region impacted or affected by domestic, intimate partner, and/or sexual violence. Calling the hotline will connect you to a local specialist who can offer support and information about resources and experts in the Richmond area. The hotline is available 24 hours per day and open to victims and their supporters. It is sponsored by the YWCA, Safe Harbor and other area organizations. The YWCA also provides support groups for victims of sexual violence.

[Safe Harbor](#) supports those who are experiencing or have experienced domestic and/or sexual violence. Safe Harbor offers comprehensive services for survivors of sexual and/or intimate partner violence including: [24-hour helpline](#) at (804) 287-7877, children/youth services,

community education and training, counseling, court advocacy, emergency shelter, and hospital accompaniment.

The [Virginia Anti-Violence Project](#) offers support for lesbian, gay, bisexual, transgender, queer, and questioning survivors of sexual assault and/or intimate partner violence as well as hate-motivated violence. The LGBTQ Partner Abuse and Sexual Assault Helpline is available Monday-Friday 8am-8pm at 1-866-356-6998.

The victim's and witness's roles in the criminal justice process can be difficult ones. The University Police Department's Victim/Witness Coordinator serves as a liaison between the City of Richmond and the County of Henrico courts systems. In addition, the Coordinator secures services for victims and witnesses of crimes. These services include counseling and psychological support, guidance to area resources, and assistance through the court process. Any faculty, staff, or student can use this service. The Victim/Witness Coordinator, Officer Angie DuBose, is available by calling University Police at (804) 289-8715.

What Other Resources and Support Are Available?

### **Transportation**

The University Police are always available to transport victims of sexual misconduct to the hospital. To arrange transportation, call the University Police dispatcher at (804) 289-8715 and indicate your need for immediate assistance.

### **How to Seek Help Abroad**

Victims of sexual misconduct abroad can still access the support and resources they need. Here are several ways to ensure the recovery and support of victims abroad.

#### **The U.S. Consulate**

Contact the U.S. consulate and ask to talk to the warden (or emergency officer) on call. They are available to help 24 hours a day, seven days a week. [The Department of State website](#) explains how to get help. Your emergency card provided to you by the Office of International Education (semester abroad students only) has the telephone contact number of the nearest U.S. consulate. When you call the consulate, they will ask your name and a number where you can be reached. The consulate officer on duty will return your call quickly. In addition, you may be contacted by the Regional Security Officer at the embassy as well as a representative of the American Citizen Services. They will help you with medical, legal and other advice. They will not require you to make a police report, but will help you do so if you wish to take legal action. You can ask someone from the consulate to accompany you to the medical exam and to help you make the police report.

If you want your parent or another family member to talk to the U.S. consulate to help you, then you will need to sign or give a verbal privacy waiver. They will only communicate with this individual about your situation.



## Contact the University of Richmond

Call Campus Police collect at (804) 289-8715. They will take your name and phone number and call an Office of International Education staff member. An OIE staff member will contact you to offer assistance. The OIE staff member will notify Molly Field or Dan Fabian as they are the deputy Title IX Coordinators who are available and trained to help you while abroad and upon return to campus.

Additional Resources for help outside the U.S.

RAINN (Rape, Abuse and Incest National Network) –Toll-free 24/7 hotline for sexual assault counseling and referrals: 1-800-656-HOPE, <http://www.rainn.org>; <http://www.rainn.org/get-help/sexual-assault-and-rape-international-resources>

U.S. Department of Justice Violence Against Women Office – Information about local sexual assault victim assistance: <http://ojp.gov/programs/victims.htm>

## What is Sexual Misconduct?

Sexual misconduct is a broad range of behavior that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual violence, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking. Sometimes students are unsure if what they or their friends experienced was sexual misconduct. If you are unsure, please contact the University's Title IX Coordinators:

- [Maura Smith](#), Title IX Coordinator and Director of Compliance at (804) 289-8654
- [Carl Sorensen](#), Associate Vice President, Human Resources and Deputy Title IX Coordinator, (804) 289-8166
- [Molly Field](#), Interim Deputy Title IX Coordinator, (804) 289-8617
- [Dan Fabian](#), Associate Dean for Richmond College, Coordinator of Substance Abuse Education, and Deputy Title IX Coordinator, (804) 289-8061

Members of the University community may also contact:

- [Beth Simonds](#), Assistant Chief of Police, University of Richmond Police Department, (804) 289-8722

The University of Richmond strongly encourages reporting of potential sexual misconduct. Reports of possible sexual misconduct may be made to the Title IX Coordinators and to the University of Richmond Police Department. Please call the Police Department Emergency Number (804) 289-8911 if you witness a possible crime or if you or someone else needs immediate assistance.

## Consent

Consent means clear and unambiguous agreement to engage in sexual activity as evidenced by words or actions that demonstrate a knowing and voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent cannot be gained by force, duress, intimidation, coercion,



by ignoring objections, or by taking advantage of another's incapacitation. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g., buying a meal on a date). Prior consent does not imply consent to future sexual acts. A current or prior consensual dating or sexual relationship between two people does not imply consent to sexual activity or preclude a finding of sexual misconduct. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act.

Consent may be withdrawn at any time. Once a person says "no," it does not matter if or what kind of sexual behavior has occurred up to that moment at an earlier date or time. For example, if one individual says "no" and the other forces penetration, it is sexual misconduct.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved, including incapacitation as a result of alcohol or drug use;
- Individuals who are asleep, unconscious or otherwise physically helpless; and
- Minors.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that prevents an individual from giving valid consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically, affect a person's ability to consent to sexual contact. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition to the point where the individual is unable to make knowing, informed decisions or to understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. A respondent cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.

### Non-Consensual Sexual Contact

Any sexual contact that occurs without consent constitutes non-consensual sexual contact. Examples of sexual contact include the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his/her own genitalia, groin, breast, or buttocks. Non-consensual sexual contact is sexual misconduct prohibited by the University.

### Non-Consensual Sexual Intercourse

The act of sexual intercourse that occurs without consent constitutes non-consensual sexual intercourse. Sexual intercourse is defined by penetration (anal, oral, or vaginal), however slight, by a penis, tongue, finger, or inanimate object. Non-consensual sexual intercourse is sexual misconduct prohibited by the University.

### Sexual Exploitation

Taking sexual advantage of another person without effective consent constitutes sexual exploitation. This includes but is not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person, including images of someone undressed or partially undressed; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person. Sexual exploitation is sexual misconduct prohibited by the University.

### Stalking

Stalking is engaging in a course of unwanted conduct toward a specific person (including surveillance, repeated phone calls, emails, text messages, social media messages or in-person contact) that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, another person, or interferes with another person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any act that constitutes stalking under Virginia law is also prohibited under this policy. Stalking is sexual misconduct prohibited by the University.

### Sexual Harassment

Unwelcome sexual advances, including requests for sexual favors or other verbal, non-verbal, written, electronic, or physical conduct of a sexual nature constitutes sexual harassment, when one or more of the following occur:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions;
- Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creates a hostile, intimidating, or offensive work or educational environment.

Sexual harassment is sexual misconduct prohibited by the University.

### Coercion

Coercion is unreasonable, inappropriate pressure to engage in sexual activity. Coercive behavior is different than romantic or seductive behavior because coercive behavior involves inappropriate or unreasonable pressure to obtain consent from another person for sexual activity. Continued pressure to engage in sexual activity after the other person makes it clear that they do not want to engage in, want to stop, or do not want to go further with sexual activity can be coercion. Coercion is sexual misconduct prohibited by the University.

### Physical Force

Force equated with violence or the use of a weapon constitutes physical force. No matter how slight, any intentional physical impact upon another, use of physical restraint, or the presence of a weapon constitutes the use of force.

### Threats

Threats cause a person to do something that he or she would not have done without the threat. Examples of threats include, but are not limited to:

- "If you do not have sex with me, I will harm someone close to you."
- "If you do not do what I want, I will tell people that you are gay."
- "If you do not hook up with me, I will tell people you are a whore."
- "If you stop hooking up with me, I will kill myself."

### Intimidation

Intimidation can be defined as an implied threat, for example: "If you don't sleep with me, I will make sure you aren't invited to a party."

### Dating/Relationship Violence

Dating or relationship violence is any type of violence, including sexual or physical assault or abuse, or the threat of such assault or abuse, between adults who are in a social relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating/relationship violence is sexual misconduct prohibited by the University.

### Domestic Violence

Domestic violence is an act of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate

partner; (d) by a person similarly situated to a spouse of the victim under Virginia law; or (e) by any other person against an adult or youth victim who is protected from that person's acts under Virginia law. Domestic violence is sexual misconduct prohibited by the University.

## Sexual Violence

Sexual violence is any physical sexual act or acts perpetrated against a person's will or against a person incapable of giving consent. Examples of sexual violence include non-consensual sexual contact and non-consensual sexual intercourse. Depending upon the circumstances, sexual violence may also include dating / relationship violence or domestic violence.

## Hazing

The University's policy against hazing is separate from the sexual misconduct policy. In some cases conduct may violate both policies. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the University of Richmond. Hazing that involves sexual misconduct will be investigated by the University's deputy Title IX Coordinators in addition to other campus officials. Hazing is prohibited by the University.

## Hostile Environment

In the context of sexual misconduct, conduct or actions that create an intimidating or offensive environment, thereby making a member of the University community feel unsafe, constitute a hostile environment. Any reported incident of sexual misconduct will be investigated by the University and may result in a disciplinary charge regardless of whether a hostile environment has been created.

## Retaliation

Retaliation is retribution in any form against an individual who reports, in good faith, an actual, potential, or suspected violation of applicable laws, regulations, or University policies, including the Sexual Misconduct Policy. This includes retribution or retaliation against third party witnesses aiding in the investigation of a sexual misconduct report. Retaliation is misconduct prohibited by the University. Retaliation is also prohibited by Title IX and the Campus Sexual Violence Elimination Act.

## Complainant

The term "complainant" as used in this policy and in the University's Standards of Student Conduct refers to the individual who is the subject of an act or incident of alleged sexual misconduct. The complainant may or may not be the individual who makes the report of sexual

misconduct. The complainant may also be referred to as the accusing student, the victim or the survivor of an act of sexual misconduct.

## Respondent

The term “respondent” as used in this policy and in the University’s Standards of Student Conduct refers to the person who is alleged to have violated the University’s Sexual Misconduct Policy. The respondent may also be referred to as the accused student or the alleged perpetrator.

## Responsible Employee

The term “Responsible Employee” as used in this policy and as defined by Virginia law refers to an employee of the University who has the authority to take action to redress alleged sexual misconduct, including sexual violence, who has been given the duty of reporting acts of sexual misconduct, including sexual violence, to the Title IX Coordinators, or whom a student could reasonably believe has this authority or responsibility.

The following University employees are Responsible Employees because they have the authority to take action to redress alleged sexual misconduct, including sexual violence:

- The Title IX Coordinators;
- The Vice President for Student Development;
- The Deans of Westhampton College and Richmond College, the Law School’s Associate Dean Student Services & Administration, Law School Dean’s Office, the Program Coordinator for Graduate Studies in Business, and Associate Dean, School of Professional and Continuing Studies;
- The University’s conduct officers;
- The Associate Vice President for Human Resources; and
- The sworn officers of the University of Richmond Police Department.

Other than confidential resources, the following University employees are Responsible Employees because they have a duty to report acts of sexual misconduct, including sexual violence, to the appropriate Title IX Coordinator.

- All faculty members.
- All University employees with the title of assistant director, associate dean or above;
- Residence Life staff including Resident Advisors and Area Coordinators.
- All employees engaged in academic advising.
- University staff accompanying students on off-campus programs or other University-related trips, within and outside the United States.
- All employees in the following divisions, departments, or offices:
  - Academic deans;
  - Academic Skills Center;
  - Admissions;
  - Athletics, including, but not limited to coaches, trainers, and administrators;
  - Bursar;
  - Camps and Conferences;

- Career Services;
- Chaplaincy;
- Financial Aid;
- Human Resources;
- International Education;
- President's Office;
- Provost's office;
- Registrar;
- Student Development; and
- University of Richmond Police Department.
- All employees identified as Campus Security Authorities.

## **Sexual Misconduct Policy: Overview**

As an educational institution, the University of Richmond values a learning community in which all members feel secure, physically and intellectually. The University of Richmond [prohibits discrimination](#) and harassment against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state, or federal law.

[Sexual misconduct](#) is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating/relationship violence, domestic violence, and stalking.

As a recipient of federal funds, the University of Richmond complies with [Title IX of the Education Amendments of 1972](#) (Title IX). Title IX provides: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

### Scope of Policy

This sexual misconduct policy ("Policy") applies to all students (regardless of current enrollment status), employees (including staff, faculty, and Resident Assistants), applicants for admission, and third parties, such as contractors or vendors serving the University or visitors to the University.

The Policy shall apply to conduct that occurs on the campus of the University, on or in off-campus buildings or property of the University, and at University sponsored activities, including off-campus education programs and activities, or on public property. This policy also applies to University students studying abroad through a University-approved study abroad program.

The Policy applies to conduct involving a University student that occurs at other locations or in connection with other activities if the Vice President for Student Development or his/her designee, the Title IX Coordinator, or the Associate Vice President for Human Resources

determines that such conduct may adversely affect any member of the University community, the University itself, or its educational programs. Regardless of the location of an incident of possible sexual misconduct, students, faculty, and staff are encouraged to report the incident so that appropriate action may be taken and support and resources may be provided to the individual or individuals involved.

If the reported sexual misconduct involves a student at another university or educational institution, the University, after considering the confidentiality wishes of the victim and applicable privacy laws, may call the appropriate authorities at that institution to make them aware of the alleged misconduct.

### Summary of the University's Obligation

The University of Richmond has an obligation to make reasonable efforts to investigate and appropriately address reports of sexual misconduct (as defined in this policy). As more fully explained in this policy, this obligation applies even when the complainant does not wish to participate in an investigation. Upon receipt of a complaint, report, or information about sexual misconduct, the University will respond in an effort to stop such misconduct, eliminate any hostile environment, take reasonable steps to prevent a recurrence of such misconduct, and address any effect that such misconduct may have on the larger University community.

### Questions or More Information

For questions about sex discrimination in education, please contact the University's Title IX Coordinator, [Carl Sorensen](#), Associate Vice President, Human Resources at (804) 289-8166. Further information about Title IX and sexual discrimination in education is available from the [Office of Civil Rights](#), 400 Maryland Avenue, SW, Washington, DC, 20202-1100; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov).

### **Awareness Programs and Programs to Prevent dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Members of the University of Richmond community strongly believe that educating one another about sexual misconduct and responding to victims are critical aspects of the University community. Several student organizations, including sororities, fraternities, and the WILL program, hold annual events to acknowledge and educate the campus about sexual misconduct's psychological, structural, and social components and how victims and allies may get support.

University offices, such as the [Office of the Coordinator for Sexual Misconduct Education and Advocacy](#) and the Richmond College and Westhampton College dean's offices, also oversee significant programs that engage all University members in understanding more about sexual misconduct awareness and prevention. These programs bolster the efforts of offices such as the Student Health Center, Counseling and Psychological Services (CAPS), and the Chaplaincy to support victims and to foster a strong learning community at the University of Richmond.

Below is a list of University programs and initiatives that educate the campus community about sexual misconduct:

### The Clothesline Project – Risk Reduction Awareness Program

Each year, WILL students transform the Boatwright Memorial Library lawn into a discussion forum on domestic violence. Those affected by domestic violence anonymously express their emotions and experiences on T-shirts, which are then hung on a clothesline to educate the campus community.

Coordinated by WILL students, the Clothesline Project is part of a national educational effort. It spreads awareness about the prevalence of domestic violence and creates a visible display on campus that strengthens the community's commitment to eradicating violence.

### It ends now.<sup>TM</sup>- Risk Reduction Awareness Program

The *It ends now.*<sup>TM</sup> project is an initiative to take a visible stand against relationship and sexual violence. Designed as a one-day event, the *It ends now.*<sup>TM</sup> project brings students, faculty, staff, and senior administrators together to show solidarity against violence in relationships. The event also highlights other campus initiatives supporting an end to relationship violence, including the [Clothesline Project](#), the [White Ribbon Campaign](#), and [Take Back the Night](#).

Take Back the Night - The Take Back the Night Foundation serves to create safe communities and respectful relationships through awareness events and initiatives. We seek to end sexual assault, domestic violence, dating violence, sexual abuse and all other forms of sexual violence. Take Back the Night occurs early in April and is typically attended by well over two hundred University of Richmond students. The event begins with a performance from one of the University's co-ed performance groups, followed by an administrator and student introduction to the "speak out" portion of the event. During the "speak out" UR community members can come to the microphone and share a story, poem, or thought about sexual violence. Members of the counseling center are present to assist students throughout the event.

Members of the University of Richmond community [sign up to receive a free \*It ends now\*<sup>TM</sup> t-shirt](#). Any person that picks up a shirt must agree to wear the shirt on campus on the designated day. The shirt has the *It ends now.*<sup>TM</sup> logo on the front, and a statement on the back that reads: I pledge never to commit, condone, or remain silent about relationship or sexual violence. There is a space on the t-shirt that allows the wearer to sign the pledge, making a visual commitment of support.

### The White Ribbon Campaign – Risk Reduction Awareness Program

"I pledge." It's a simple declaration, but it is a big commitment. We hope that you will pledge never to commit, condone, or remain silent about violence towards women and girls. That's what the White Ribbon Campaign is all about.

Richmond College has proudly sponsored the [White Ribbon Campaign](#) (WRC) since 2006. The WRC is the largest effort in the world of men working to end violence against women in all its



forms. The mission of the WRC aligns with Richmond College's elements of a positive image of masculinity, which includes acting with sound judgment, demonstrating a generosity of self, and living with confidence.

The White Ribbon Campaign will take place during the week of November 17–22. Members of the University community will be invited to wear an "I pledge" bracelet and to carry the WRC pledge card. Participants can choose to "Walk the Commons in Her Shoes," symbolically wearing red pumps to raise awareness about the serious causes, effects, and remediations to sexualized violence against women.

There will be a 5k "fun run" on Friday, November 21, as well as special events at the Spider men's basketball game, where students can wear WRC shirts along with our athletes, showing Spider pride and solidarity in support of this cause.

If you are interested in joining other students in their work to end sexual misconduct in our community, please contact [Beth Curry](#) at (804) 287-1217.

### **Spiders for Spiders**

A movement to end sexual violence in our community

An interactive training that is intended to empower members of our student community to play an active role in ending sexual violence, relationship violence, and stalking. Participants will learn pro-social methods of intervening before, during, and after incidents of violence occur as well as how to support friends who may become victims. Participants will leave with information about campus and community resources and with concrete tools to help create a culture where violence is not tolerated. This training is open to students who are interested in joining the movement to end sexual violence in our community and who want to learn ways to support survivors.

### **Bystander Intervention**

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the needs for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others may choose to be bystanders. Bystanders, the largest group involved in violence, who greatly outnumber both perpetrators and victims, have the power to stop abuse and to get help for people who have been victimized.

### **Reporting Sexual Misconduct to University Officials**

The University of Richmond strongly supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to victims and contributes to keeping the campus safe.

If you believe you or someone you know has been the victim of sexual misconduct, you should report incident(s) to the University's Title IX Coordinators and to the University Police Department. Instances of sexual misconduct may violate both the University's sexual misconduct policy and the law. As a result, the University encourages victims to pursue their complaints through both the University's process for sexual misconduct and through the criminal justice system. If a victim makes a report to the University police, the University police will notify the Title IX Coordinator of the report. If the victim reports first to the Title IX Coordinator, the Title IX Coordinator will assist the victim with making a report to the University police, if the victim chooses to do so.

Unless designated as a [confidential resource](#) in this policy, all University employees are required to report incidents of possible sexual misconduct to the Title IX Coordinators and those employees designated as Campus Security Authorities must also report to the University Police.

How do I report sexual misconduct?

Seeking Immediate Assistance: If you or someone you know has been the victim of sexual misconduct, please contact the University of Richmond Police Department, reachable 24 hours a day at 8911 (from on-campus phones) or (804) 289-8911 (from cell phones or off-campus phones).

As soon as University employees become aware of possible sexual misconduct, they must report the incident(s) to one of the University's Title IX Coordinators. Students are strongly encouraged to report to one of the Title IX Coordinators.

For cases involving students, contact:

- [Molly Field](#), Title IX Coordinator at (804) 289-8617, or
- [Dan Fabian](#), Title IX Coordinator and Associate Dean for Richmond College at (804) 289-8835.
- [Maura Smith](#), Title IX Coordinator and Director of Compliance at (804) 289-8654

For cases involving faculty or staff, contact:

- [Carl Sorensen](#), Title IX Coordinator and Associate Vice President of Human Resource at (804) 289-8166.

Members of the University community may also contact:

- [Beth Simonds](#), Assistant Chief of Police, University Police, at (804) 289-8722.

What happens if I contact the University Police?

[Reporting](#) an incident is a separate step from choosing to pursue a criminal prosecution. When you file a report, you are not required to continue with criminal proceedings. It is always best to call the University Police at (804) 289-8911 in an emergency or at (804) 289-8715 for non-emergencies. The University Police can explain the procedures for pursuing a criminal investigation of sexual misconduct. If the victim wishes to pursue a criminal investigation, the

University Police will investigate the incident reported to police to determine if a crime has been committed.

The criminal investigation is independent from any investigation undertaken by the Title IX Coordinators under this policy. However, the University Police and the Title IX Coordinators will collaborate to the extent possible and will seek to avoid unnecessary burdens on the victim.

By reporting to the University Police you help to:

- Maintain future options regarding criminal prosecution, University judicial action, and/or civil action against the accused individual.
- Warn future victims.
- Bring awareness to the community.
- Apprehend the accused individual.
- Emphasize the importance of evidence collection
- Provide assistance and information on your right to obtain a legal protective order, and provide information related to University no-contact orders and their impacts if a victim so chooses to use or decline these options.
- Assist in coordination with the appropriate Law Enforcement agency if applicable.

When you report the incident, a University Police officer will talk to you about the events and may take notes during the conversation. You will be asked to remember, to the best of your ability, any information that may help to identify the accused individual, known as the “suspect” or “respondent,” including his or her physical descriptions (e.g., clothing, hair color, etc.). You may be asked questions about the location(s) of the incident, whether there are any other witnesses, and what happened before and after the incident. Many people are afraid to report alcohol or drug use to the police; however, it is important that your investigator know all the relevant facts. If a case involves underage drinking, the University shall not pursue disciplinary charges against the following: the victim, the witnesses, and other individuals reporting, in good faith, incidents and/or assisting victims of sexual misconduct. The police officers and investigators are trained to handle your information with sensitivity, privacy, and respect.

The police officer will create a written report, which is important should you wish to bring charges, immediately or at a later date.

### Criminal Investigation and Charges

If you choose to pursue criminal charges in your case, your assigned investigator, the [Commonwealth's Attorney, and Victim/Witness Services](#) representative will be available to assist you in understanding and following through with this process. The case itself will usually come under the jurisdiction of the courts of either [Henrico County](#) or the [City of Richmond](#), depending on the location of the offense. The Commonwealth Attorney from the appropriate jurisdiction will handle the criminal proceedings and will need to speak with you regarding your case. You may also wish to speak with your personal or family attorney for legal advice.

What happens if I report to the Title IX Coordinators?

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation. Regardless of whether a complainant decides to pursue a criminal investigation, the University's Title IX Coordinators will take immediate steps to investigate the complaint, to protect the complainant, to provide support and resources to all involved individuals, and to ensure the safety of the campus community. The investigation by the Title IX Coordinator will not be delayed because of a pending criminal investigation. When an incident is reported to both the University Police and the Title IX Coordinator, they will collaborate on the investigation to the extent possible and as appropriate and will seek to avoid unnecessary burdens on the complainant. In rare circumstances, a law enforcement official may ask that the Title IX Coordinator *temporarily* suspend an investigation while law enforcement officials gather evidence in a criminal investigation. The Title IX Coordinator may comply with such request, but will promptly resume the investigation as soon as notified that the law enforcement officials have completed gathering evidence. The suspension of an investigation under these circumstances will not limit the availability of interim measures or other assistance and support to a complainant, respondent, witness, or other individuals.

The Title IX Coordinator will investigate all reports of sexual misconduct, regardless of the source of the report or information. For example, an investigation will be initiated if the report is made directly by the complainant, by another student, a faculty member, a staff member, or a third party. The Title IX Coordinator will respond to reports or information regarding sexual misconduct that occurs on campus or off campus. If the conduct occurred during a University off-campus education program or activity, the University will handle the conduct as if it occurred on campus. Examples of such programs include Greek Life events or parties, athletic and sports club team travel, and events for school clubs such as a Mock Trial competition at another University. If the conduct involving a University student occurred at an off-campus or in connection with other activities, the University will still investigate and take appropriate action if the Vice President for Student Development or his/her designee, the Title IX Coordinator, or the Associate Vice President for Human Resources determines that such conduct may adversely affect any member of the University community, the University itself, or its educational programs. Regardless of the location of an incident, students, faculty, and staff are encouraged to report such incidents so that appropriate action may be taken and support and resources provided to the individual or individuals involved. For more information on the scope of this policy, please see the [sexual misconduct policy overview](#).

**I Want To Report, But I Was Drinking At The Time Of The Incident And Don't Want To Get In Trouble. Will I Get In Trouble?**

If a case involves underage drinking, the University shall not pursue a conduct or disciplinary charge against the following individuals with a violation of the University's [alcohol policy](#): the victim, the witnesses, and other individuals reporting, in good faith, incidents and/or assisting victims of sexual misconduct.

**Can I make an anonymous report?**

The University encourages students who may be the victim of sexual misconduct or who have witnessed an incident of sexual misconduct to report directly to the Title IX Coordinators.

However, the University recognizes that, in some cases, students may be reluctant to make a direct report. Students may report an incident anonymously by filling out an [incident report form](#). Faculty and staff may also use this form, but may not do so anonymously. Faculty and staff are required to provide identifying information.

## **Responding to Reports of Sexual Misconduct**

The following are frequently asked questions about the ways in which the University of Richmond responds to incidents of sexual misconduct. For additional questions, contact a Deputy Title IX Coordinator.

What is the role of the Title IX Coordinators?

When the Title IX Coordinator receive a report of possible sexual misconduct, he or she will provide the complainant, the respondent, any witnesses, or other involved individuals with resources and support and will investigate the report. The Title IX Coordinators seek first and foremost to ensure that the victim is safe and that the campus community is protected. They will meet with the victim of the reported sexual misconduct, known as the "complainant." They will meet with the student against whom a complaint is brought, known as the "respondent." The Title IX Coordinators receive annual training on the issues related to college sexual misconduct, including, but not limited to sexual violence, dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation that protects the safety of victims and promotes accountability. They will conduct a prompt, fair and impartial investigation, provide assistance and resources to the complainant, the respondent, and any witnesses, and will implement interim or long-term remedial measures, where appropriate. The Title IX Coordinator may delegate responsibility for the investigation to a trained Title IX investigator. The Title IX investigation adheres to a "Preponderance of Evidence" standard.

After conducting an investigation, the Title IX Coordinator will decide whether the incident should be referred to the University officials responsible for student conduct, referred to as the "Conduct Officers" (or to other University officials if the respondent is not student). The Title IX Coordinator gathers facts but does not make decisions about whether a student should be charged with a violation of the [Standards of Student Conduct](#).

The [Title IX Coordinators' responsibilities](#) include but are not limited to:

- Ensuring the prompt and thorough investigation of any sexual misconduct complaint or question;
- Meeting with individuals who wish to file a sexual misconduct complaint or raise a question relating to this policy or Title IX;
- Convening the Threat Assessment Team – Sexual Misconduct Review Subcommittee Committee (referred to in this policy as the "Sexual Misconduct Review Committee"), described below upon learning of an incident of possible sexual violence, sexual exploitation, stalking, domestic violence, and/or dating/relationship violence;
- Establishing processes to identify and address patterns or systemic problems that may arise during the investigation of a sexual misconduct complaint;

- Ensuring that the University has in place policies and procedures reasonably necessary to foster compliance with Title IX, including, but not limited to grievance procedures for sexual misconduct complaints;
- Ensuring that school officials receive training regarding Title IX, sexual misconduct, and this policy, including reporting and responding to possible incidents of discrimination or sexual harassment;
- Implementing educational programs and communication plans designed to inform students of their rights under this policy and Title IX and how to file a sexual misconduct or Title IX complaint.

More information on the role and responsibilities of the University's Title IX Coordinators can be found at the following link: <http://richmond.edu/compliance/title-IX-Coordinator.html>.

What happens when a report is made to a Title IX Coordinator?

Upon receipt of a report involving possible sexual violence, including non-consensual sexual intercourse, non-consensual sexual contact, stalking, sexual exploitation, dating/relationship violence, or domestic violence, the Title IX Coordinator or his/her designee shall promptly report the information, including the identification of involved individuals, if known, to the University's Sexual Misconduct Review Subcommittee (described below).

The Title IX Coordinator shall also begin to gather the preliminary information needed to commence an investigation.

When the Title IX Coordinator meets with the *complainant*, the Coordinator provides the following information to include a written statement of the rights of the complainant:

- The complainant's Title IX rights and rights under this policy and related University policies, including the Standards of Student Conduct;
- The University's obligation to treat both the complainant and the respondent fairly;
- The University's obligation to promptly investigate the reported sexual misconduct;
- The complainant's right to pursue criminal action including options for investigation and prosecution in addition to the University of Richmond's student conduct process;
- The importance of collection and preservation of evidence;
- The importance of seeking appropriate medical attention;
- The available options for a protective order;
- The complainant's right to participate or decline to participate in any investigation to the extent permitted under state or federal law;
- [Resources](#) on campus and within the Richmond community, including counseling services. Sexual assault crisis centers, and domestic violence crisis centers. (A complete list of resources is available at the University's [Sexual Misconduct Resources](#) webpage);
- Information about the investigation process and University procedures for pursuing a formal complaint against a student, faculty member, staff member, or third party, including the University's protections from retaliation;
- Examples of possible retaliation and procedures for reporting the retaliation;



- Possible options for interim measures to avoid contact with the respondent and to ensure the complainant's well-being, including, no contact orders, housing and academic accommodations and changing transportation, dining, or working situations;
- Possible long-term remedies for the complainant, including housing and academic accommodations, tutoring, medical services, and counseling;
- The Title IX Coordinator's obligation to provide the complainant with periodic updates as the investigation progresses; and
- The process for handling requests for confidentiality or requests not to investigate.

When the Title IX Coordinator meets with the *respondent*, the Coordinator provides the following information to include a written statement of the rights of the respondent:

- The respondent's Title IX rights and rights under this policy and related University policies, including the Standards of Student Conduct;
- The University's obligation to treat both the complainant and the respondent fairly;
- The University's obligation to promptly investigate the reported sexual misconduct;
- The complainant's right to pursue criminal action in addition to the University of Richmond's student conduct process;
- [Resources](#) on campus and within the Richmond community, including counseling services;
- Information about the investigation process and University procedures for pursuing a formal complaint against a student, faculty member, staff member, or third party, including the University's protections from retaliation;
- Examples of possible retaliation and procedures for reporting the retaliation;
- Possible options for interim measures to avoid contact with the complainant and to ensure the respondent's well-being, including, no contact orders, housing and academic accommodations and changing transportation, dining, or working situations;
- Possible long-term remedies for the respondent, including housing and academic accommodations, tutoring, medical services, and counseling; and
- The Title IX Coordinator's obligation to provide the respondent with periodic updates as the investigation progresses provided such updates do not compromise the investigation.

When the Title IX Coordinator meets with other witnesses, the Coordinator provides the following information:

- The University's obligation to treat both the complainant and the respondent fairly;
- The University's obligation to promptly investigate the reported sexual misconduct;
- [Resources](#) on campus and within the Richmond community, including counseling services;
- Information about the investigation process and University procedures for pursuing a formal complaint against a student, faculty member, staff member, or third party, including the University's protections from retaliation;
- Examples of possible retaliation and procedures for reporting the retaliation; and
- Possible options for interim measures to avoid contact with the complainant or respondent and to ensure the witness' well-being, including, no contact orders, housing and academic accommodations and changing transportation, dining, or working situations.

## Does the Title IX Coordinator notify the University Police?

If the complainant wishes to file a police report, the Title IX Coordinator will assist the complainant in contacting the University Police. Additionally, the Title IX Coordinator will notify the University Police of any report that may be required to be logged and disclosed under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act"). Unless the complainant wishes to make a police report, his or her name will not be included in the report to the University Police. In addition, victim names are never published as part of the annual Campus Security Report required by the Clery Act.

Whether a report comes directly from a complainant or from the Title IX Coordinator, the University Police may determine that a serious or continuing threat possibly exists and may release either an "emergency notification" or a "timely warning" to the campus community. Emergency notifications must be issued immediately upon confirmation of a significant emergency or dangerous situation and timely warnings must be issued if the crime is considered by the institution to represent a serious or continuing threat. The complainant's name will never be included in emergency notifications or timely warnings. The Title IX Coordinator will notify the complainant if an emergency notification or a timely warning is going to be distributed.

## What is the Role of the Threat Assessment Team – Sexual Misconduct Review Subcommittee?

The Sexual Misconduct Review Committee is a subset of the University's Threat Assessment Team. As required by Virginia law and University policy, the Sexual Misconduct Review Subcommittee receives reports from the Title IX Coordinators regarding possible sexual violence, including non-consensual sexual intercourse, non-consensual sexual contact, stalking, sexual exploitation, dating/relationship violence, or domestic violence.

The membership of the Sexual Misconduct Review Subcommittee shall include:

- The Title IX Coordinator (or his/her designee);
- The Deputy Title IX Coordinator who received the report;
- The Chief or Assistant Chief of the University Police Department (or a designee who shall be a sworn officer of the University Police Department);
- The Vice President for Student Affairs (or a designee who shall be a member of the Student Development Division); and
- Such other members of the University's Threat Assessment Team as the Title IX Coordinator deems appropriate.

The Sexual Misconduct Review Subcommittee will convene within 72 hours of receiving the report of an incident from the Title IX Coordinator. The responsibilities of the Sexual Misconduct Review Subcommittee include:

- Providing advice and guidance to the Title IX Coordinator regarding the investigation of the report, appropriate interim remedial measures, and available resources for the involved individuals; and



- Determining if the disclosure of information regarding the incident, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals, consistent with applicable FERPA regulations including 34 C.F.R. § 99.36. If the committee, or the representative from the University Police Department, determines this disclosure is necessary, the representative from University Police Department will immediately disclose the information, including personally identifiable information about the individuals involved, to the appropriate law enforcement agency. The Title IX coordinator will notify the victim of any disclosure that is made.

If the alleged incident would constitute a felony violation under Code of Virginia § 18.2-61, the representative of the University Police Department will consult with the Commonwealth Attorney responsible for prosecuting the alleged act within 24 hours of the review committee meeting and shall provide the information received by the subcommittee, without disclosing personally identifiable information about the individuals involved.

The Sexual Misconduct Review Subcommittee will have the same access to law enforcement, criminal history, education, personnel, and health records as the full Threat Assessment Team.

After its initial meeting, the Sexual Misconduct Review Subcommittee will meet as necessary as new information becomes available or as the investigation progresses.

What interim or long-term remedial measures are available?

The Title IX Coordinator will assess whether interim remedial measures are reasonable and appropriate during the pendency of an investigation, any conduct proceeding that may follow, and upon conclusion of the investigation and any conduct proceeding. Interim remedial measures may be put in place on behalf of the complainant, the respondent, and/or witnesses in the investigation or to protect the campus community. Remedial measures may also be implemented to prevent retaliation. Requests for interim or long-term remedial measures can be made by contacting the Title IX Coordinator. In determining and implementing certain remedial measures; the Title IX Coordinator may confer with or seek the assistance of other University officials, including but not limited to the University Police and the Student Conduct Officers. The Title IX Coordinator will ensure that interim remedial measures are implemented in a prompt, fair, and equitable manner and do not disproportionately impact the complainant.

Interim or long-term remedial measures will be evaluated and reasonable measures will be implemented regardless of whether the complainant wishes to pursue or participate in a criminal investigation, a Title IX investigation, or a disciplinary proceeding.

The interim remedial measures implemented will be tailored to meet the needs of the students involved in the investigation. However, the following are examples of the type of interim remedial or long-term measures that the Title IX Coordinator (or other University officials as noted) may implement when appropriate:

- Issuing a “No Contact” order to the involved individuals prohibiting the respondent and the complainant from having any contact with each other, including face-to-face, telephonic or electronic (e.g., texting, email, social media, etc.) contact;

- To the extent authorized by the University Police, issuing a “No Trespass” letter from the University Police Department to the respondent barring that individual from the University campus;
- In collaboration with the Student Conduct Officer, implementing an interim University or residence hall suspension of the respondent prior to completion of the investigation and disciplinary processes when the University believes that the continued presence of the respondent on campus or in a residence hall may create a risk to the health or safety of students or of other members of the University community or that the respondent poses an ongoing threat of disruption of, or interference with, the normal operations of the University;
- Making changes to the class assignment or class schedule of either the complainant or the respondent to eliminate or limit, to the extent possible, contact between the two students;
- Changing residence hall assignments of either the complainant or the respondent to eliminate or limit, to the extent possible, contact between the two students;
- Changing work schedules or job assignments;
- Restricting access to certain University facilities altogether or limiting access to certain hours of the day based on schedules (e.g., library, fitness center, dining hall, etc.);
- Contacting faculty members on behalf of the complainant or respondent to request certain academic accommodations such as approved absences from class, extensions on class assignments, or permission to withdraw from a class or to take an incomplete;
- Providing information about and facilitating access to counseling and health care resources both on and off campus;
- Engaging the University Police Department in the creation of a personal safety plan for the complainant, respondent, or witnesses;
- Engaging the University Police Department in seeking a protective order, and/or
- Restricting access to extra-curricular activities such as student clubs and organizations, if complainant and respondent are both members.

At the conclusion of an investigation, the Title IX Coordinator will also assess whether long-term remedial measures are warranted, in addition to any sanctions that may result from the student conduct process, and will implement all appropriate long-term remedial measures.

If the Title IX Coordinator determines that interim or long-term measures are warranted, the Title IX Coordinator will provide written notification of the remedial measure(s) to the individual on whose behalf the measure(s) is implemented, and, if affected by the measure(s), other individuals. The interim or long-term remedial measure(s) will be kept confidential at the request of the individual on whose behalf it is implemented except to the extent disclosure to other individuals, including students and University employees, is necessary in order to effectively implement the remedial measure(s).

How does the University investigate a sexual misconduct report?

When a report of possible sexual misconduct is made, the Title IX Coordinator will commence an investigation. The Title IX Coordinator will investigate all reports of sexual misconduct about which he or she becomes aware, regardless of the source of the report or information. The nature and extent of the investigation will vary based on the specific circumstances of the incident, but in all cases the investigation will be prompt, fair and impartial.

As part of that investigation, the Title IX Coordinator will interview the complainant and respondent. The Title IX Coordinator will also interview other people who may have information about the incident and gather relevant information or documents.

At the conclusion of the investigation, the Title IX Coordinator will share his or her findings with the complainant and the respondent, in writing. The Title IX Coordinator will also determine whether the incident should be referred for further evaluation of potential disciplinary charges or other remedial action. If the respondent is a student, such referral shall be made to the University's Conduct Officer(s) for evaluation of potential disciplinary charges under the [Standards of Student Conduct](#). If the respondent is an employee, contractor, or vendor of the University, such referral shall be made to the University's Associate Vice President for Human Resources or other appropriate University officials for evaluation of potential disciplinary action or remedial action under applicable University policies and procedures.

If the Title IX Coordinator determines that there is not enough information to refer the matter to the Conduct Officer, the Associate Vice President for Human Resources, or another appropriate University official, the Title IX Coordinator will close the investigation. The investigation may be reopened when and if additional evidence becomes available. Additionally, even if the Title IX Coordinator determines that there is not enough information to refer the matter to the Conduct Officer, the Associate Vice President for Human Resources, or another appropriate University official, the Title IX Coordinator will evaluate and, where appropriate implement other types of interim or longer term remedial measures for the complainant, the respondent, witnesses, or other involved individuals, such as issue or continuing a "no contact" order, implementing or continuing academic or housing accommodations, or facilitating access to counseling or other support services.

Additionally, in collaboration with other University officials, the Title IX Coordinator will consider and, where appropriate, implement remedial actions targeted at the broader campus community, such as increased monitoring or security at the location where the conduct occurred, creating additional education or training for students and/or employees, and revising and publicizing the University's sexual misconduct policy and resources.

If the Title IX Coordinator does not refer the matter to the Student Conduct Officer, the complainant may still file a complaint directly with the applicable Student Conduct Officer under the University's Standards of Student Conduct or with the University's Human Resources Department under the University's Policy on Discrimination and Sexual Misconduct Involving Faculty or Staff.

How long does an investigation take?

In general, the Title IX Coordinator and, when applicable, the Conduct Officer will investigate promptly, and the entire investigation, including any disciplinary hearing should last no longer than sixty (60) days, unless extenuating circumstances necessitate a longer time frame.

What if I want to keep things confidential or do not want to pursue a formal complaint?

Except for the confidential resources described in this Policy, all University Responsible Employees are required to notify the appropriate Title IX Coordinator if they become aware of a possible incident of sexual misconduct, including sexual violence, involving a University student. All other members of the University community, except for confidential resources, are strongly encouraged to report any incident of sexual misconduct to the appropriate Title IX Coordinator and, if a possible crime, to the University Police Department. All Campus Security Authorities are required to report possible crimes to the University Police Department.

### **Confidential Resources**

Students can discuss an incident of sexual misconduct, on a confidential basis, with any licensed health care professional in the University's Counseling and Psychological Services ("CAPS") or in the University's Student Health Center.

#### *Counseling and Psychological Services ("CAPS")*

Richmond Hall

804-289-8119

Office Hours: Mon. – Fri. 8:30 a.m. to 4:30 p.m.

For after hours, on-call assistance call URPD at 804-289-8715

#### *Student Health Center*

Special Programs Building

804-289-8700

Office Hours: Mon. – Fri. 8:00 a.m. to 5:00 p.m.

Summer: Closed to Patient Care

After Hours Resources: Anytime the SHC is closed, help is available from Fonemed, a medical advice call line, by dialing 1-855-292-3373. The Fonemed Registered Nurse will assess your problems and direct you to the most appropriate care.

For assistance in determining the need for emergency services, contact University Police at (804) 289-8715.

Students may also discuss an incident of sexual misconduct, on a confidential basis, with the University's Chaplain or Rabbi.

Wilton Center

804-289-8500

Office Hours: Mon. – Fri. 8:30 a.m. to 5:00 p.m.

Licensed health care professionals at CAPS and the Student Health Center and the University's Chaplain and Rabbi will only disclose a confidential report if the individual making the reports consents to such disclosure, if there is an imminent threat of serious harm to the individual making the report or to another individual, or to the extent required by Virginia law (e.g., in the case of a report of abuse or neglect of a minor).

The following off-campus options are also available to students who wish to discuss an incident of sexual misconduct on a confidential basis:

The Richmond Regional Hotline, available at (804) 612-6126, is a crisis response system for people across the region impacted or affected by domestic, intimate partner, and/or sexual violence. Calling the hotline will connect you to a local specialist who can offer support and information about resources and experts in the Richmond area. The hotline is available 24 hours per day and open to victims and their supporters. It is sponsored by the YMCA, Safe Harbor and other area organizations. Trained volunteer counselors can provide information and confidential options to victims of sexual misconduct. The YWCA also provides support groups for victims of sexual violence.

Safe Harbor supports those who are experiencing or have experienced domestic and/or sexual violence. Safe Harbor offers comprehensive services for survivors of sexual and/or intimate partner violence including: 24-hour helpline at (804) 287-7877, children/youth services, community education and training, counseling, court advocacy, emergency shelter, and hospital accompaniment.

The [Virginia Anti-Violence Project](#) offers support for lesbian, gay, bisexual, transgender, queer, and questioning survivors of sexual assault and/or intimate partner violence as well as hate-motivated violence. The LGBTQ Partner Abuse and Sexual Assault Helpline is available Monday-Friday 8am-8pm at 1-866-356-6998.

### Confidentiality Requests to the Title IX Coordinator

The complainant may share as much or as little information with the Title IX Coordinator as he or she chooses. The complainant may choose not to participate in the Title IX investigation or the student conduct process.

In cases in which the complainant wishes to keep the report or incident confidential, chooses to keep his/her name, the name of the respondent, the names of witnesses, and other information confidential, or decides not to file a formal complaint of sexual misconduct, the Title IX Coordinator will inform the complainant that, under Virginia law, personally identifiable information, including the name of the complainant and respondent, must be disclosed to the Sexual Misconduct Review Subcommittee. The Title IX Coordinator will advise the complainant that keeping the complainant's name confidential or declining to identify the respondent may limit the University's ability to thoroughly investigate the sexual misconduct complaint. The Title IX Coordinator will also inform the complainant that in some cases it may not be possible to ensure confidentiality and that, in some cases, the safety of others or the campus community requires the Title IX Coordinator to investigate despite the complainant's request.

The Title IX Coordinator will seek to balance a complainant's request for confidentiality with the need to protect other students and the campus community. Factors considered by the Title IX Coordinator will include the following: the seriousness of the alleged sexual misconduct; circumstances indicating increased risk of additional acts by the respondent; prior complaints against the respondent; history of respondent's arrests; threats from the respondent; the involvement of multiple alleged perpetrators; any pattern of perpetration via drugs or alcohol at a given location or by a given group; the age of complainant; and the ability of the University to gather relevant evidence. The Title IX Coordinator may consult with the Sexual Misconduct Review Committee Subcommittee and other University officials when considering these factors.

After gathering information from the complainant and incorporating the complainant's request for confidentiality, the Title IX Coordinator will work with University officials to determine whether any of the following actions are appropriate to protect the campus community from any possible ongoing threat:

- Take steps to protect the complainant, including interim remedial measures such as issuing a "no contact order" or a "no trespass order" as the investigation is ongoing;
- Take steps to prevent or address retaliation; and
- Determine if enough evidence exists to warrant an investigation without the complainant's cooperation.

If the complainant's request for confidentiality limits the University's ability to investigate an incident, the Title IX Coordinator, in collaboration with other University officials, will consider and, where appropriate, implement remedial actions to protect the complainant and/or measures targeted at the broader campus community, such as increased monitoring or security at the location where the conduct occurred, creating additional education or training for students and/or employees, and revising and publicizing the University's sexual misconduct policy and resources.

If the University determines that it must move forward with an investigation, the Title IX Coordinator will use reasonable measures to honor the complainant's request for confidentiality to the extent possible. If it becomes necessary to inform the respondent of the complainant's identity, the Title IX Coordinator will:

- Prior to disclosing the complainant's identity, inform the complainant that the University will be disclosing his/her identity to the respondent;
- Take whatever interim steps are necessary to protect the complainant and the University community; and
- If the complainant requests that the University not investigate or pursue disciplinary action against the respondent and he/she requests that the University inform the respondent of this request (even when the University decides to move forward), then the University will inform the respondent that the complainant made this request.

If the complainant does not wish to participate in the investigation or pursue a formal complaint, the Title IX Coordinator will still work with the complainant to arrange access to support resources and to implement appropriate interim and long-term remedial measures.

How do I pursue a formal complaint of sexual misconduct?

Any Responsible Employee with knowledge of sexual misconduct by a student, faculty member, staff member, or third party must report that incident in writing (email suffices) to a Title IX Coordinator. Any other employee or any other student with knowledge of sexual misconduct by a student, faculty member, staff member, or third party is strongly encouraged to report such incident, in writing (email suffices), to a Title IX Coordinator. Reporting to the Title IX Coordinator is the first step in pursuing a formal complaint of sexual misconduct.

In cases where a student is accused of sexual misconduct, the procedures set forth in this policy and the Standards of Student Conduct shall apply. In cases in which the accused person is a faculty member, staff member, or third party, the procedures set forth in the [University's Policy on Discrimination and Sexual Misconduct](#) involving faculty or staff shall apply.

### **How does the student conduct process work?**

The Title IX Coordinator does not determine whether a disciplinary charge should be brought or whether disciplinary sanctions should be imposed. Instead, the Title IX Coordinator conducts a fair and impartial investigation and makes a determination regarding whether there is sufficient evidence at that time to refer the matter to the appropriate Conduct Officer to evaluate possible disciplinary action. If the respondent is a Westhampton College student, the referral will be made to the Conduct Officer for Westhampton College. If the respondent is a Richmond College student, the referral will be made to the Richmond College Conduct Officer. The matter will then be handled in accordance with the University's [Standards of Student Conduct](#).

Upon receipt of the referral from the Title IX Coordinator, the Conduct Officer shall review the findings of the Title IX Coordinator's investigation and the investigative file to determine whether a formal disciplinary charge under the Standards of Student Conduct is warranted. If necessary, the Conduct Officer may conduct a follow-up or additional investigation in order to gain sufficient information to determine whether a disciplinary charge is warranted. The Conduct Officer will confer with the Title IX Coordinator regarding any questions he or she may have regarding the Title IX Coordinator's investigation. Any investigation by the Conduct Officer shall be conducted in a prompt, fair and impartial manner.

If the Conduct Officer determines that a formal charge against the respondent is warranted, the University will handle the matter under the procedures described in Article VI of the [Standards of Student Conduct](#): "Rights and Responsibilities in All Matters Involving the University Sexual Misconduct Policy. The University will never use mediation as a means to settle a sexual misconduct charge involving students.

If the Conduct Officer believes that there is insufficient evidence to initiate a disciplinary charge, he or she shall consult with the Title IX Coordinator who conducted the investigation prior to making a final determination and with other University officials, as appropriate. The purpose of such consultation is to ensure that the Conduct Officer has a complete and accurate understanding of the Title IX Coordinator's investigation and findings, to share with the Title IX Coordinator the findings and results of the Conduct Officer's investigation, and to provide an opportunity for the Conduct Officer and the Title IX Coordinator to discuss the Conduct Officer's tentative decision. Following this consultation, the Conduct Officer shall finalize his or her decision regarding whether a disciplinary charge will be filed against the respondent.

What are the rights and responsibilities of the complainant and respondent when a student disciplinary action is initiated for an alleged violation of this sexual misconduct policy?

The rights and responsibilities of the respondent and complainant in a sexual misconduct disciplinary investigation are included in the [Standards of Student Conduct](#), Article VI: Rights and Responsibilities in All Matters Involving the University's Sexual Misconduct Policy.

## **Rights And Responsibilities in Matters Involving the University’s Sexual Misconduct Policy**

The University’s standards of student conduct specify the procedures for students. The rights and responsibilities set forth in this Article VI shall apply to all disciplinary hearings in which a student “respondent” is charged with a violation of the standards of student conduct. These rights and responsibilities shall apply to all hearings in which at least one charge involves an alleged violation of the University’s Sexual Misconduct Policy. The University shall respond to allegations of sexual misconduct in a prompt and equitable manner. As a general guideline, the University will use reasonable efforts to complete the investigative (including any inquiry or investigation by the University’s Title IX coordinators) and disciplinary process (excluding appeals) within sixty (60) days. However, the time frame for completion of a specific matter may vary depending upon a number of factors, including, but not limited to, the complexity of the case or investigation, the availability of witnesses, and the academic calendar.

All proceedings are conducted by officials who do not have a conflict of interest or bias for or against the accused.

- A. *Rights and Responsibilities of the Respondent.* The Respondent shall be afforded the following rights and responsibilities throughout the conduct process:
1. Hearing. The Respondent has the right to a hearing conducted in accordance with the Standards of Student Conduct and the procedures set forth in Article VII of the Standards.
    - a. The Respondent has the right to a conduct process outcome based on reliable evidence presented during the conduct process, including reasonable inferences drawn from such evidence, and reasonable determinations by the fact finder as to the credibility of witness testimony.
  2. Rules and Procedures. The Respondent has the right to a copy of the rules and procedures of the University’s conduct process.
  3. Advisors. The Respondent has the right to the services of an advisor of his/her choice. The advisor may be an attorney.
    - a. Advisors may attend the preliminary hearing and any other related meeting, hearing, or investigative interview with the Respondent once the disciplinary process has commenced.
    - b. The role of the advisor is to provide support, guidance, and advice to the Respondent. The Respondent is responsible for presenting his or her own information, and therefore, other than providing advice and guidance directly to the Respondent, advisors are not permitted to participate in the preliminary hearing, other related meetings or interviews, or in any hearing before a University Hearing Board, including, but not limited to making oral arguments or statements, questioning witnesses, or raising objections during a hearing. An advisor may request a brief recess of the proceedings to provide advice to the Respondent.
    - c. The Respondent should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the University Hearing Board



hearing, as delays will not normally be allowed due to the scheduling conflicts of an advisor.

4. Right to Remain Silent. The Respondent has the right to remain silent and is advised that any statement he/she makes may be used in evidence against him/her.
5. Access to Complaint. The Respondent has the right to read the complaint during the preliminary hearing upon request. The Respondent does not have the right to obtain a copy of the complaint from the preliminary hearing.
6. Notice of Hearing. If the Respondent seeks to have the charge(s) and/or the sanctions determined by the University Hearing Board, in accordance with these Standards, the Chair of the University Hearing Board shall prepare and deliver to the Respondent a notice of hearing. Such notice may be delivered to the Respondent in person, by electronic mail, by U.S. Mail, or by campus mail. The date of the hearing shall not be less than five (5) or more than twenty (20) business days from the date of such notice. The time frame for conducting the hearing may be extended by the Chair of the University Hearing Board, for good cause and upon written notice to the Respondent setting forth the reason for the extension. The notice of hearing shall include:
  - a. The name and address of the Respondent.
  - b. The date, time, and location of the University Hearing Board hearing.
  - c. The alleged violations of prohibited conduct under Article III (B) of the Standards of Student Conduct.
  - d. The date and place of the alleged violation (if known).
  - e. The name of the Complainant(s) and, if not the same, the name of the person who filed the complaint.
  - f. The name and administrative title of the Chair of the University Hearing Board.
  - g. The names and administrative titles of the voting members of the University Hearing Board.
7. Bias or Conflict of Interest on the Part of University Hearing Board Members. The Respondent has the right to petition that any member of the Student Conduct Board be removed on the basis of bias or conflict of interest.
  - a. The Respondent must submit a written petition to the Vice President for Student Development at least ninety-six (96) hours prior to the scheduled hearing seeking removal of a member of the Student Conduct Board and stating the reasons for such request.
  - b. The Vice President for Student Development shall respond to such request, in writing, within forty-eight (48) hours of receipt of the request.
8. Witness List and Statements.
  - a. The Respondent has the right to receive the list of witnesses that the Conduct Officer, Student Conduct Board and/or Complainant intend to call at a University Hearing Board hearing at least forty-eight (48) hours in advance of the scheduled hearing. If the Conduct Officer, Student Conduct Board, and/or Complainant identify an additional witness or witnesses, who were previously unknown to the

Conduct Officer, Student Conduct Board and/or Complainant within such forty-eight (48) hour time frame, the Chair shall promptly notify the Respondent prior to commencement of the hearing.

- b. Witness Statements. If a witness submits a written statement, the Respondent will be provided an opportunity to review, but not copy, such statement at least twenty-four (24) hours prior to the hearing. If the Conduct Officer, Student Conduct Board, and/or Complainant identify an additional witness or witnesses, who were previously unknown to the Conduct Officer, Student Conduct Board, and/or Complainant within such twenty-four (24) hour time frame, the Chair shall promptly notify the Respondent prior to commencement of the hearing. The Respondent will be provided with copies of witness statements that the Conduct Officer, Student Conduct Board and/or Complainant intends to introduce at the commencement of the hearing. In order to ensure the confidentiality of the disciplinary hearing and to protect the privacy rights of the Respondent, Complainant, and other witnesses, the Respondent shall not copy, reproduce, disseminate or disclose to anyone other than his or her advisor any such witness statements and shall return such witness statements to the Chair at the conclusion of the hearing. Following the hearing, the Chair shall permit the Respondent to have access to such witness statements to the extent needed for any appeal conducted under these Standards of Student Conduct.
9. Documentary Evidence. Subject to applicable privacy laws, including FERPA, the Respondent has the right to review, but not copy, all documentary evidence that the Conduct Officer, Student Conduct Board and/or Complainant intends to present at the hearing at least twenty-four (24) hours prior to commencement of the hearing. If the Conduct Officer, Student Conduct Board and/or Complainant identify additional documentary evidence previously unknown to the Conduct Officer, Student Conduct Board and/or Complainant within such twenty-four (24) hour time frame, the Chair shall notify the Respondent prior to commencement of the hearing. The Respondent will be provided with copies of all documentary evidence that the Conduct Officer, Student Conduct Board and/or Complainant intends to introduce at the commencement of the hearing. In order to ensure the confidentiality of the disciplinary hearing and to protect the privacy rights of the Respondent, Complainant, and other witnesses, the Respondent shall not copy, reproduce, disseminate or disclose to anyone other than his or her advisor any such documentary evidence and shall return such documentary evidence to the Chair at the conclusion of the hearing. Following the hearing, the Chair shall permit the Respondent to have access to such documentary evidence to the extent needed for any appeal conducted under these Standards of Student Conduct.
10. Attendance at the Hearing. The Respondent and his/her advisor have the right to attend the entire University Hearing Board hearing except for the deliberations of the University Hearing Board.
11. Right to Offer Evidence and Witness Testimony. The Respondent has the right to offer evidence and oral testimony of witnesses on his/her behalf at a University Hearing Board hearing, provided that the Respondent informs the Chair in writing of the names, , and email addresses of any witness at least seventy-two (72) hours in advance of the scheduled hearing. If the Respondent identifies an additional witness or witnesses, who were previously unknown to the Respondent within such seventy-two (72) hour time

frame, he or she shall promptly notify the Chair prior to commencement of the hearing. The Chair shall promptly share this information with the Complainant.

12. Right to Offer Witness Statements.

- a. The Respondent has the right to offer written statements of witnesses provided that, at least seventy-two (72) hours before the scheduled University Hearing Board hearing, the Respondent informs the Chair in writing of the names, physical addresses, and email addresses of those witnesses whose statement he/she intends to offer into evidence.
- b. Witnesses must submit written statements must be submitted (either in print or electronically) directly to the Chair at least forty-eight (48) hours in advance of the scheduled hearing in order to be introduced to the University Hearing Board at the hearing. If the Respondent identifies an additional witness or witnesses, who were previously unknown to the Respondent within such forty-eight hour time frame, he or she shall promptly provide the Chair of the University Hearing Board with copies of any written statement of such witness or witnesses prior to commencement of the hearing.

13. Documentary Evidence. The Respondent has the right to offer documentary evidence provided that, at least forty-eight (48) hours before the scheduled University Hearing Board hearing, the Respondent provides the Chair with copies of all such documentary evidence.

14. Questions for Witnesses. The Respondent has the right to submit to the Chair of the University Hearing Board a list of questions that the Respondent wishes the Chair of the University Hearing Board to ask any witness who gives oral testimony at the hearing. The Respondent must submit his/her initial list of questions to the Chair at least twenty-four (24) hours prior to the hearing. The Chair shall use his or her reasonable discretion in determining the relevance or appropriateness of any proposed question submitted by the Respondent and the Chair shall not be obligated to ask all of the questions proposed by the Respondent. The Chair shall protect witnesses, including the Complainant, from improper or irrelevant questions, insulting treatment and unnecessary or irrelevant inquiry into private affairs, including a witness' dating or sexual history. Where appropriate, the Respondent may request a brief recess of the hearing to prepare such questions. The Chair, in his or her reasonable discretion, may grant or deny such request.

15. Closed Hearing. University Hearing Board hearings are closed to the public. Admission of any person not directly connected to the hearing shall be at the sole discretion of the Chair.

16. Failure to Attend. The Respondent has the responsibility to attend the scheduled University Hearing Board hearing. If the Respondent, without valid excuse or authorization from the Vice President for Student Development, fails to attend the hearing as scheduled, the University Hearing Board may proceed in the Respondent's absence to a determination of the matter, and if appropriate, impose sanctions.

17. Notice of Outcome. The Respondent has the right to written notice of the outcome and sanctions (if applicable) of the University Hearing Board hearing, including a brief summary of the rationale for such outcome and sanctions (if any), by 5:00 PM

on the second business day following the conclusion of the hearing. The Chair, at her/his discretion can extend this timeline upon written notice to the Respondent setting forth the reason for the extension. This notice shall include a brief description of the appeal rights of the Respondent under these Standards of Student Conduct. The

Respondent also has the right to written notice of any change in the outcome or sanctions imposed and notice as to when such outcome and sanctions shall be deemed final. The notice(s) described in this section 17 shall be sent simultaneously to the Respondent and the Complainant.

18. Appeal. The Respondent has the right to appeal the decision of the Student Conduct Board, in accordance with the standards for appeal established in Article IX of the Standards of Student Conduct.

19. Privacy of the Respondent. The Respondent has the right to preservation of privacy, to the extent reasonably possible and allowed by law.

- a. The Respondent has the right not to have irrelevant prior sexual history admitted as evidence in a University Hearing Board hearing.
- b. The Respondent has the right not to have released to the public any personally identifiable information about the complaint, without his/her consent, except to the extent such disclosure is required by applicable law, regulation or court order.

B. *Rights and Responsibilities of the Complainant*. The Complainant shall be afforded the following rights and responsibilities throughout the conduct process:

1. Notice of Charge/Outcome of Preliminary Hearing/ Hearing.

- a. When the Respondent is charged with a violation of the University's Sexual Misconduct Policy and the matter proceeds to a hearing, including a hearing limited to the appropriate sanctions, the Complainant has the right to participate in a hearing, conducted in accordance with the Standards of Student Conduct and the procedures set forth in Article VII of the Standards. If the Conduct Officer determines that no charge will be filed, the Conduct Officer shall notify the Complainant, in writing, of that determination. If the Respondent accepts responsibility for a charge of violating the University Sexual Misconduct Policy and accepts the proposed sanctions, the Conduct Officer shall notify the Complainant in writing of such outcome and sanctions that directly relate to the Complainant.
- b. The Complainant has the right to a conduct process outcome based on reliable evidence presented during the conduct process, including reasonable inferences drawn from such evidence, and reasonable determinations by the fact finder as to the credibility of witness testimony.

2. Rules and Procedures. The Complainant has the right to a copy of the rules and procedures of the University's conduct process.

3. Advisors. The Complainant has the right to the services of an advisor of his/her choice. The advisor may be an attorney.

- a. Advisors may attend all meetings with the Complainant, hearings, or investigative interviews with the Complainant relating to the pending disciplinary charge, once the disciplinary process has commenced.
  - b. The role of the advisor is to provide support, guidance, and advice to the Complainant. The Complainant is responsible for presenting his or her own information, and therefore, other than providing advice and guidance directly to the Complainant, advisors are not permitted to participate in the related meetings or interviews, or in any hearing before a Student Conduct Board, including, but not limited to making oral arguments or statements, questioning witnesses, or raising objections during a hearing. An advisor may request a brief recess of the proceedings to provide advice to the Complainant.
  - c. The Complainant should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearing, as delays will not normally be allowed due to the scheduling conflicts of an advisor.
4. Right Not To Participate. The Complainant has the right to decline to participate in the disciplinary process and in any hearing, meeting or investigative interview and is advised that a decision not to participate may affect the outcome of the disciplinary process and/or hearing.
  5. Access to Complaint. The Complainant has the right to read the complaint filed against the Respondent during the preliminary hearing stage of the disciplinary proceeding. The Complainant does not have the right to obtain a copy of the complaint from the preliminary hearing.
  6. Notice of Hearing. If the Respondent seeks to have the charge(s) and/or sanctions determined by the University Hearing Board, in accordance with these Standards, the Chair of the University Hearing Board shall prepare and deliver to the Complainant a notice of hearing. Such notice may be delivered to the Complainant in person, by electronic mail, by U.S. Mail, or by campus mail. The date of the hearing shall not be less than five (5) or more than twenty (20) business days from the date of such notice. The time frame for conducting the hearing may be extended by the Chair of the Student Conduct Board, for good cause and upon written notice to the Complainant setting forth the reason for the extension. The notice of hearing shall include:
    - a. The name and address of the Respondent.
    - b. The date, time, and location of the University Hearing Board hearing.
    - c. The alleged violations of prohibited conduct under Article III (B) of the Standards of Student Conduct.
    - d. The date and place of the alleged violation (if known).
    - e. The name of any other Complainants and of the person who filed the complaint if not the Complainant(s).
    - f. The name and administrative title of the Chair of the University Hearing Board.
    - g. The names and administrative titles of the voting members of the University Hearing Board.

7. Bias or Conflict of Interest on the Part of University Hearing Board Members. The Complainant has the right to petition that any member of the University Hearing Board be removed on the basis of bias or conflict of interest.
  - a. The Complainant must submit a written petition to the Vice President for Student Development at least ninety-six (96) hours prior to the scheduled hearing seeking removal of a member of the Student Conduct Board and stating the reasons for such request.
  - b. The Vice President for Student Development shall respond to such request, in writing, within forty-eight (48) hours of receipt of the request.
8. Witness List and Statements.
  - a. The Complainant has the right to receive the list of witnesses that the Conduct Officer, Student Conduct Board, and/or Respondent intend to call at a University Hearing Board hearing at least forty-eight (48) hours in advance of the scheduled hearing. If the Conduct Officer, Student Conduct Board, and/or Respondent identifies an additional witness or witnesses, who were previously unknown to the Conduct Officer, Student Conduct Board, and/or Respondent within such forty-eight (48) hour time frame, the Chair shall promptly notify the Complainant prior to commencement of the hearing.
  - b. Witness Statements. If a witness submits a written statement, the Complainant will be provided an opportunity to review, but not copy such statement at least twenty-four (24) hours prior to the hearing. If the Conduct Officer, Student Conduct Board, and/or Respondent identify an additional witness or witnesses, who were previously unknown to the Conduct Officer, Student Conduct Board, and/or Respondent within such twenty-four (24) hour time frame, the Chair shall promptly notify the Complainant prior to commencement of the hearing. The Complainant will be provided with copies of witness statements that the Conduct Officer, Student Conduct Board, and/or Respondent intends to introduce at the commencement of the hearing. In order to ensure the confidentiality of the disciplinary hearing and to protect the privacy rights of the Respondent, Complainant, and other witnesses, the Complainant shall not copy, reproduce, disseminate or disclose to anyone other than his or her advisor any such witness statements and shall return such witness statements to the Chair at the conclusion of the hearing. Following the hearing, the Chair shall permit the Complainant to have access to such witness statements to the extent needed for any appeal conducted under these Standards of Student Conduct.
9. Documentary Evidence. Subject to applicable privacy laws, including FERPA, the Complainant has the right to review, but not copy, all documentary evidence that the Conduct Officer, Student Conduct Board, and/or Respondent intends to present at the hearing at least twenty-four (24) hours prior to commencement of the hearing. If the Conduct Officer, Student Conduct Board, and/or Respondent identifies additional documentary evidence previously unknown to the Conduct Officer, Student Conduct Board, and/or Respondent within such twenty-four (24) hour time frame, the Chair shall notify the Complainant prior to commencement of the hearing. The Complainant will be provided with copies of all documentary evidence that the Conduct Officer, Student Conduct Board, and/or Respondent intends to introduce at the commencement of

the hearing. In order to ensure the confidentiality of the disciplinary hearing and to protect the privacy rights of the Respondent, Complainant, and other witnesses, the Complainant shall not copy, reproduce, disseminate or disclose to anyone other than his or her advisor any such documentary evidence and shall return such documentary evidence to the Chair at the conclusion of the hearing. Following the hearing, the Chair shall permit the Complainant to have access to such documentary evidence to the extent needed for any appeal conducted under these Standards of Student Conduct.

10. Attendance at the Hearing. The Complainant and his/her advisor have the right to attend the entire University Hearing Board hearing, except for the deliberations of the University Hearing Board.
11. Right to Offer Evidence and Witness Testimony. The Complainant has the right to offer evidence and oral testimony of witnesses in his/her behalf at a University Hearing Board hearing, provided that the Complainant informs the Chair in writing of the names, and email addresses of any witness at least seventy-two (72) hours in advance of the scheduled hearing. If the Complainant identifies an additional witness or witnesses, who were previously unknown to the Complainant within such seventy-two (72) hour time frame, he or she shall promptly notify the Chair prior to commencement of the hearing. The Chair shall promptly share this information with the Respondent.
12. Right to Offer Witness Statements.
  - a. The Complainant has the right to offer written statements of witnesses provided that, at least seventy-two hours before the scheduled University Hearing Board hearing, the Complainant informs the Chair in writing of the names, and email addresses of those witnesses whose statement he/she intends to offer into evidence.
  - b. Witnesses must submit written statements must be submitted (either in print or electronically) directly to the Chair at least forty-eight (48) hours in advance of the scheduled hearing in order to be introduced to the University Hearing Board at the hearing. If the Complainant identifies an additional witness or witnesses, who were previously unknown to the Complainant within such forty-eight (48) hour time frame, he or she shall promptly provide the Chair of the University Hearing Board with copies of any written statement of such witness or witnesses prior to commencement of the hearing.
13. Documentary Evidence. The Complainant has the right to offer documentary evidence provided that, at least forty-eight (48) hours before the scheduled University Hearing Board hearing, the Complainant provides the Chair with copies of all such documentary evidence
14. Questions for Witnesses. The Complainant has the right to submit to the Chair of the University Hearing Board a list of questions that the Complainant wishes the Chair of the University Hearing Board to ask any witness who gives oral testimony at the hearing. The Complainant must submit his/her initial list of questions to the Chair at least twenty-four (24) hours prior to the hearing. The Chair shall use his or her reasonable discretion in determining the relevance or appropriateness of any proposed question submitted by the Respondent and the Chair shall not be obligated to ask all of

the questions proposed by the Complainant. The Chair shall protect witnesses, including the Respondent, from improper or irrelevant questions, insulting treatment and unnecessary or irrelevant inquiry into private affairs, including a witness' dating or sexual history. Where appropriate, the Complainant may request a brief recess of the hearing to prepare such questions. The Chair, in his or her reasonable discretion, may grant or deny such request.

15. Right of Complainant to Testify in Person or Via Videoconferencing. The Complainant has the right to give testimony in the presence of the Respondent and the University Hearing Board at the hearing. As an alternative, the Complainant may choose to give testimony before the University Hearing Board while the Respondent observes the process by way of videoconferencing capability. If the Complainant chooses the videoconference option, the Chair must be notified at least forty-eight (48) hours of the scheduled hearing.
16. Victim Impact Statement. The Complainant has the right to offer a victim- impact statement at the Student Conduct Board hearing and to have that statement considered by the board.
17. Closed Hearing. Student Conduct Board hearings are closed to the public. Admission of any person not directly connected to the hearing shall be at the sole discretion of the Chair.
18. Notice of Outcome. The Complainant has the right to written notice of the outcome and sanctions (if applicable) of the University Hearing Board hearing that directly relate to the Complainant, including a brief summary of the rationale for such outcome and sanctions (if any), by 5:00 PM on the second business day following the conclusion of the hearing. The Chair of the board at her/his discretion can extend this timeline upon written notice to the Complainant setting for the reason for the extension. This notice shall include a brief description of the appeal rights of the Complainant under these Standards of Student Conduct. The Complainant also has the right to written notice of any change in the outcome or sanctions imposed and notice as to when such outcome and sanctions shall be deemed final. The notice(s) described in this section 18 shall be sent simultaneously to the Complainant and the Respondent.
19. Appeal. The Complainant has the right to appeal the decision of the University Hearing Board, in accordance with the standards for appeal established in Article IX of the Standards of Student Conduct.
20. Privacy of the Complainant. The Complainant has the right to preservation of privacy, to the extent reasonably possible and allowed by law.
  - a. The Complainant has the right not to have irrelevant prior sexual history admitted as evidence in a University Hearing Board hearing.
  - b. The Complainant has the right not to have released to the public any personally identifiable information about the complaint, without his/her consent, except to the extent such disclosure is required by applicable law, regulation or court order.

Article VII: Student Conduct Board Procedures. Article VII of the Standards of Student Conduct sets forth the Procedures for hearings before the University Hearing Board.



- A. *Procedures Applicable to all Student Conduct Board Hearings.* The following procedures will apply to all Student Conduct Board. Specific rules and guidelines for the University of Richmond Student Conduct Councils are outlined in the [Statutes of the Councils](#).
1. In situations where more than one student is accused of violating prohibited conduct as outlined in Article III of the Standards of Student Conduct, the Student Conduct Administrator, at his/her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
  2. Student Conduct Hearings shall be closed to the public.
  3. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct Board proceedings.
  4. There shall be a single verbatim record, typically an audiotape recording, of all Student Conduct Board hearings except for deliberations of the Student Conduct Board, which shall not be recorded. The record shall be the property of the University.
    - a. If it appears vital to the disposition of the case, the Chair or the Vice President for Student Development, at their sole discretion, may order that the proceedings be transcribed in addition to the recording.
    - b. The Respondent and the Complainant (if applicable) may request the opportunity to review the recording of the hearing, but will not be provided with a copy of the recording.
  5. The Chair, at his/her sole discretion, may accept pertinent records, exhibits, results of police investigations related specifically to the case, and written statements (including student impact statements) for consideration by the Student Conduct Board.
  6. All procedural questions are subject to the final decision of the Chair of the Student Conduct Board.
  7. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall deliberate in private to determine whether the Respondent is responsible for the violation or violations of prohibited conduct as outlined in Article III (B) of the Standards of Student Conduct that the student was charged.
  8. The Student Conduct Board's determination shall be made based on a preponderance of the evidence standard, meaning that in order to find the Respondent responsible, the Student Conduct Board must find, based on the evidence presented at the hearing, that it is more likely than not that the Respondent is responsible for the violation charged as outlined in Article III (B) of the Standards of Student Conduct.
- B. *Procedures Specific to the University Hearing Board in Matters Involving the University's Sexual Misconduct Policy.* The University Hearing Board is charged with the disposition of charges as outlined in Article IV (C)(2)(a)(ii)(b) and Article IV (C)(2)(b)(ii) of the Standards of Student Conduct. The dean of the Respondent's College is responsible for the administration of the University Hearing Board, provided, however,

in the case of students other than Westhampton or Richmond College Students, the Vice President for Student Development shall assign either the Dean of Westhampton College or Richmond College to be responsible for the administration of the University Hearing Board.

1. Composition of the University Hearing Board. The University Hearing Board shall consist of the appropriate dean or her/his designee as non-voting Chair and three (3) voting members chosen from the University Hearing Board Pool.
  - a. The University Hearing Board Pool shall consist of a minimum of ten (10) staff/administrators appointed annually by the Vice President for Student Development and who have received annual training on issues related to sexual misconduct, the investigative and disciplinary process, and the hearing process.
  - b. Any member of the University Hearing Board Pool selected to serve on a University Hearing Board must disqualify him or herself for any bias or conflict of interest.
2. Pre-Hearing Procedures.
  - a. The Chair shall notify the Respondent and the Complainant in accordance with the Standards of Student Conduct.
  - b. The Respondent shall be afforded the opportunity to meet (in person or by telephone or videoconference) with the Chair prior to the hearing. The purpose of this meeting is to advise the Respondent of the hearing procedures and his/her rights in connection with the hearing. The Respondent's advisor is permitted to attend this meeting.
  - c. The Complainant shall be afforded the opportunity to meet (in person or by telephone or videoconference) with the Chair prior to the hearing. The purpose of this meeting is to advise the Complainant of the hearing procedures and his/her rights in connection with the hearing. The Complainant's advisor is permitted to attend this meeting.
  - d. The Chair shall create seven (7) copies of an evidence packet containing all submitted information to be considered during the hearing. The packets are distributed as follows:
    - i. One (1) copy for the Chair's use which will be added to the official case file;
    - ii. Three (3) copies distributed to the University Hearing Board Members at the Pre-Hearing Meeting;
    - iii. One (1) copy given to the Respondent in accordance with the time frames set forth in these Standards of Student Conduct;
    - iv. One (1) copy given to the Complainant in accordance with the time frames set forth in these Standards of Student Conduct; and
    - v. One (1) copy is made available for witness reference during the hearing.
  - e. The Chair shall convene a Pre-Hearing Meeting of the members of the University Hearing Board to review the charge(s), go over the contents of the evidence

packet, and to answer any procedural questions. This meeting shall be held at least twenty-four hours prior to the hearing.

3. General Procedural Rules of the University Hearing Board.

- a. The Chair shall preside over and conduct the hearing and is specifically empowered to:
  - i. Appoint a recording secretary or other staff as needed;
  - ii. Control the admission of persons to the hearing. The Chair may order any person in attendance that does not conduct him or herself in an orderly and respectful manner to leave. Obstructive, contemptuous, disruptive or noisy conduct in the presence of the hearing board by any person, including the Respondent, the Complainant, a witness, or an advisor, may result in that person being removed from the hearing and, if a student, charged with a violation of prohibited conduct as outlined in Article III (B) of the Standards of Student Conduct;
  - iii. Control the conduct of the University Hearing Board members and of the Respondent and Complainant to protect witnesses from improper questions, insulting treatment and unnecessary inquiry into their private affairs; and
  - iv. Exclude witnesses from the hearing room except when they are testifying.
- b. All members of the University Hearing Board must be present throughout the hearing.
  - i. If a member of the University Hearing Board must leave the before the hearing is complete with good cause, the Chair may at his/her sole discretion recess the hearing and reconvene the hearing within twenty-four (24) hours.
  - ii. If a voting member disqualifies him or herself or for good cause must withdraw from the hearing, the Chair shall select a replacement from the University Hearing Board Pool. The Chair shall, after consultation with the Respondent and the Complainant, in open session, provide the replacement with a summary of all prior proceedings.
- c. No person shall address the University Hearing Board or submit questions to the Chair for any witness (including the Respondent, the Complainant or an advisor) without first being recognized by the Chair.
- d. The taking of photographs in the hearing room, the streaming or broadcasting from the hearing room of the proceedings by social media, telephone, radio or television (with the exception of videoconferencing as outlined in Article VI of the Standards of Student Conduct), or the recording of the proceedings for non-official use, or for later release or broadcast to the general public, shall not be permitted.

4. Order of the Hearing.

- a. The Chair will ask the members of the University Hearing Board, the Respondent, the Respondent's advisor, the Complainant, and the Complainant's advisor to introduce themselves.

- b. The Chair shall read the charge(s) to the Respondent, and the Respondent shall state whether he or she accepts responsibility for each charge.
    - i. In the absence of a response, the Respondent shall be deemed not to have accepted responsibility for the charge(s).
    - ii. If the Respondent does not accept responsibility for the charge(s), evidence and/or witnesses shall be presented that will support or refute the charge.
    - iii. If the Respondent accepts responsibility for the charge(s), evidence and/or witnesses shall be presented that will assist the University Hearing Board in assigning an appropriate sanction.
  - c. The Chair reminds all parties that the burden of proof shall be *preponderance of evidence*, meaning that in order to find the Respondent responsible, the University Hearing Board must find, based on the evidence presented at the hearing, that it is more likely than not that the Respondent is responsible for the violation charged.
  - d. The Respondent and Complainant shall be provided an opportunity to make an opening statement.
  - e. The Conduct Officer shall be called as the first witness, followed by those witnesses identified by the Conduct Officer whom the University Hearing Board seeks to call.
  - f. The Complainant shall have the opportunity to testify, present evidence, and call witnesses.
  - g. The Respondent shall have the opportunity to testify, present evidence, and call witnesses.
  - h. The Members of the University Hearing Board shall direct the Chair to call witnesses and/or present evidence.
  - i. The Complainant shall have the opportunity to make a closing and/or impact statement.
  - j. The Respondent shall be given the opportunity to make a closing statement to the University Hearing Board.
  - k. The Chair will excuse all parties and witnesses so that the members of the University Hearing Board may deliberate in private.
  - l. After deliberations are completed, the hearing will reconvene and the Chair will read the decision of the University Hearing Board and any sanctions if applicable.
  - m. The Chair will provide information related to notification of the decision and appeal information.
  - n. The Chair will adjourn the hearing.
5. Procedure for Oral Testimony. The following procedures shall apply to all oral testimony presented at the hearing:
- a. Witnesses shall testify under oath or affirmation.

- b. The members of the University Hearing Board shall be given the opportunity to ask questions of the witness.
  - c. The Chair will ask questions submitted by the student calling the witness (either the Complainant or the Respondent) under procedures outlined in Article VI of the Standards of Student Conduct.
  - d. The Chair will ask questions submitted by the other student (either the Complainant or the Respondent) under the procedures outlined in Article VI of the Standards of Student Conduct.
  - e. The Members of the University Hearing Board shall have the opportunity to ask questions of the witness.
  - f. The Respondent and Complainant shall have the opportunity to submit follow-up questions for the witness to the Chair. The Chair will ask questions for the witness under the procedures outlined in Article VI of the Standards of Student Conduct.
  - g. Members of the University Hearing Board shall have a final opportunity to ask questions of the Respondent.
6. Procedure for Other Evidence and Witness Statements. The following procedures shall apply to all documentary or other evidence presented at the hearing:
- a. Evidence submitted by the Conduct Officer, Complainant, and/or Respondent will be permitted at the sole discretion of the Chair.
  - b. Written statements of witnesses who cannot attend the hearing must be submitted in advance as outlined in the Standards of Student Conduct.
  - c. If the Chair permits evidence or witness statements, seven (7) copies should be provided for distribution as outlined in Article VII (B)(2)(d) of the Standards of Student Conduct.
7. Deliberation of the University Hearing Board.
- a. The voting members of the University Hearing Board shall deliberate in private and reach a decision based only upon the evidence introduced at the hearing. The Chair is present during the deliberation, but does not participate in the decision of responsibility or the determination of sanctions, as s/he is a non-voting member.
  - b. The members of University Hearing Board shall not make any finding of fact that is not supported by the evidence presented at the hearing.
  - c. If two or more University Hearing Board members find the Complainant responsible for a charge, the student is “responsible” for that charge.
  - d. If the Complainant is found responsible, the recommended sanction shall be chosen generally from those listed in Article VIII of the Standards of Student Conduct.
  - e. The Chair shall write a brief statement outlining the rationale for the decision and sanction after the University Hearing Board has reached its decision. The members of the University Hearing Board’s shall sign the statement, and the statement will be placed in the case file.

- C. *Procedures Specific to the University Hearing Board in all matters except those involving the University's Sexual Misconduct Policy.* The University Hearing Board is charged with the disposition of charges as outlined in Article IV (C)(2)(a)(ii)(c) and Article IV (C)(2)(b)(iii) of the Standards of Student Conduct. The Dean of the Respondent's College is responsible for the administration of the University Hearing Board, provided, however, in the case of students other than Westhampton or Richmond College Students, the Vice President for Student Development shall assign either the Dean of Westhampton College or Richmond College to be responsible for the administration of the University Hearing Board.
1. Composition of the University Hearing Board. The University Hearing Board shall consist of the appropriate dean or her/his designee as non-voting Chair and three (3) voting members chosen from the University Hearing Board Pool.
    - a. The University Hearing Board Pool shall consist of a minimum of ten (10) staff/administrators appointed annually by the Vice President for Student Development and who have received annual training on issues related to sexual misconduct, the investigative and disciplinary process, and the hearing process.
    - b. Any member of the University Hearing Board Pool selected to serve on a University Hearing Board must disqualify him or herself for any bias or conflict of interest.
  2. Pre-Hearing Procedures.
    - a. The Chair shall notify the Respondent in accordance with the Standards of Student Conduct.
    - b. The Respondent shall be afforded the opportunity to meet (in person or by telephone or videoconference) with the Chair prior to the hearing. The purpose of this meeting is to advise the Respondent of the hearing procedures and his/her rights in connection with the hearing.
    - c. The Chair shall create six (6) copies of an evidence packet containing all submitted information to be considered during the hearing. The packets are distributed as follows:
      - i. One (1) copy for the Chair's use which will be added to the official case file;
      - ii. Three (3) copies distributed to the University Hearing Board Members at the Pre-Hearing Meeting;
      - iii. One (1) copy given to the Respondent in accordance with the time frames set forth in these Standards of Student Conduct; and
      - iv. One (1) copy is made available for witness reference during the hearing.
    - d. The Chair shall convene a Pre-Hearing Meeting of the members of the University Hearing Board to review the charge(s), go over the contents of the evidence packet, and to answer any procedural questions. This meeting shall be held at least twenty-four hours prior to the hearing.

3. General Procedural Rules of the University Hearing Board.

- a. The Chair shall preside over and conduct the hearing and is specifically empowered to:
  - i. Appoint a recording secretary or other staff as needed;
  - ii. Control the admission of persons to the hearing. The Chair may order any person in attendance that does not conduct him or herself in an orderly and respectful manner to leave. Obstructive, contemptuous, disruptive or noisy conduct in the presence of the hearing board by any person, including the Respondent, a witness, or an advisor, may result in that person being removed from the hearing and, if a student, charged with a violation of prohibited conduct as outlined in Article III (B) of the Standards of Student Conduct;
  - iii. Control the conduct of the University Hearing Board members and of the Respondent to protect witnesses from improper questions, insulting treatment and unnecessary inquiry into their private affairs; and
  - iv. Exclude witnesses from the hearing room except when they are testifying.
- b. All members of the University Hearing Board must be present throughout the hearing.
  - i. If a member of the University Hearing Board must leave the before the hearing is complete with good cause, the Chair may at his/her sole discretion recess the hearing and reconvene the hearing within twenty- four (24) hours.
  - ii. If a voting member disqualifies him or herself or for good cause must withdraw from the hearing, the Chair shall select a replacement from the University Hearing Board Pool. The Chair shall, after consultation with the Respondent, in open session, provide the replacement with a summary of all prior proceedings.
- c. No person shall address the University Hearing Board or submit questions to the Chair for any witness (including the Respondent or an advisor) without first being recognized by the Chair.
- d. The taking of photographs in the hearing room, the streaming or broadcasting from the hearing room of the proceedings by social media, telephone, radio or television, or the recording of the proceedings for non-official use, or for later release or broadcast to the general public, shall not be permitted.

4. Order of the Hearing.

- a. The Chair will ask the members of the University Hearing Board, the Respondent and the Respondent's advisor to introduce themselves.
- b. The Chair shall read the charge(s) to the Respondent, and the Respondent shall state whether he or she accepts responsibility for each charge.
  - i. In the absence of a response, the Respondent shall be deemed not to have accepted responsibility for the charge(s).
  - ii. If the Respondent does not accept responsibility for the charge(s), evidence

and/or witnesses shall be presented that will support or refute the charge.

- iii. If the Respondent accepts responsibility for the charge(s), evidence and/or witnesses shall be presented that will assist the University Hearing Board in assigning an appropriate sanction.
  - c. The Chair reminds all parties that the burden of proof shall be *preponderance of evidence*, meaning that in order to find the Respondent responsible, the University Hearing Board must find, based on the evidence presented at the hearing, that it is more likely than not that the Respondent is responsible for the violation charged.
  - d. The Respondent shall be provided an opportunity to make an opening statement.
  - e. The Conduct Officer shall be called as the first witness, followed by those witnesses identified by the Conduct Officer whom the University Hearing Board seeks to call.
  - f. The Respondent shall have the opportunity to testify, present evidence, and call witnesses.
  - g. The Members of the University Hearing Board shall direct the Chair to call witnesses and/or present evidence.
  - h. Members of the University Hearing Board shall have a final opportunity to ask questions of the Respondent.
  - i. The Respondent shall be given the opportunity to make a closing statement to the University Hearing Board.
  - j. The Chair shall excuse all parties and witnesses so that the members of the University Hearing Board may deliberate in private.
  - k. After deliberations are completed, the hearing will reconvene and the Chair will read the decision of the University Hearing Board and any sanctions if applicable.
  - l. The Chair will provide information related to notification of the decision and appeal information.
  - m. The Chair will adjourn the hearing.
5. Procedure for Oral Testimony. The following procedures shall apply to all oral testimony presented at the hearing:
- a. Witnesses shall testify under oath or affirmation.
  - b. The members of the University Hearing Board shall be given the opportunity to ask questions of the witness.
  - c. The Chair will ask questions submitted by the Respondent under procedures outlined in Article VI of the Standards of Student Conduct.
  - d. The Members of the University Hearing Board shall have the opportunity to ask questions of the witness.
  - e. The Respondent shall have the opportunity to submit follow-up questions for the



witness to the Chair. The Chair will ask questions for the witness under the procedures outlined in Article VI of the Standards of Student Conduct.

6. Procedure for Other Evidence and Witness Statements. The following procedures shall apply to all documentary or other evidence presented at the hearing:
  - a. Evidence submitted by the Conduct Officer, and/or Respondent will be permitted at the sole discretion of the Chair.
  - b. Written statements of witnesses who cannot attend the hearing must be submitted in advance as outlined in the Standards of Student Conduct.
  - c. If the Chair permits evidence or witness statements, six (6) copies should be provided for distribution as outlined in Article VII (C)(2)(c) of the Standards of Student Conduct
7. Deliberation of the University Hearing Board.
  - a. The voting members of the University Hearing Board shall deliberate in private and reach a decision based only upon the evidence introduced at the hearing. The Chair is present during the deliberation, but does not participate in the decision of responsibility or the determination of sanctions, as s/he is a non-voting member.
  - b. The members of University Hearing Board shall not make any finding of fact that is not supported by the evidence presented at the hearing.
  - c. If two or more University Hearing Board members find the Complainant responsible for a charge, the student is “responsible” for that charge.
  - d. If the Complainant is found responsible, the recommended sanction shall be chosen generally from those listed in Article VIII of the Standards of Student Conduct.
  - e. The Chair shall write a brief statement outlining the rationale for the decision and sanction after the University Hearing Board has reached its decision. The members of the University Hearing Board’s shall sign the statement, and the statement will be placed in the case file.

## ARTICLE VIII: Sanctions

- A. *List of Possible Sanctions.* Violations of prohibited conduct as outlined in Article III of the Standards of Student Conduct may result in one or more of the following disciplinary sanctions. Additional sanctions, if any, are listed in the handbooks or official announcements of the School or College concerned. Following a determination of responsibility by a Student Conduct Board as outlined in Articles V and VI, the board will impose sanctions from the following:
  1. Disciplinary Warning. A written notice that a continuation or repetition of prohibited conduct, within a specified period of time, will be grounds for more serious disciplinary action.
  2. Residential Housing Probation. Action permitting the student to remain in residence on probationary status. During the period of probation, if the student is found responsible for additional violations, the student may be evicted from on-campus

housing.

3. Conduct Probation. Action permitting the student to remain at the University on probationary status. During the period of probation, if the student is found responsible for further violations, the student may be subject to suspension, dismissal, or separation from the University.
  4. Housing Relocation. Serious housing matters or repeated violations of University policy may result in relocation from one housing area to another.
  5. Housing Eviction. Serious housing matters or repeated violations of University policy may result in removal from University housing.
  6. Suspension. A forced, temporary leave from the University. The time period of a suspension is typically a semester or a full academic year, but can be set for any duration by the Conduct Officer or Student Conduct Board.
  7. Separation. Immediate and permanent separation from the University. A student who is separated from the University is not eligible for readmission, and is typically barred from University events, activities, and property.
- B. *List of Additional Sanctions*. A Student Conduct Board may also impose additional sanctions to the disciplinary sanctions listed in VIII (A). Additional sanctions include, but are not limited to, the following:
1. Community Service. An assignment to perform a task or service for the University or a University sponsored organization.
  2. Fine/Restitution. Reimbursement for damage to, destruction of, or misappropriation of property, to include but limited to personal and medical reimbursement.
  3. Revocation of Privilege. Including, but not limited to, registered events, using of University dining facilities, having an automobile on campus, and/or access to other University facilities. In serious matters, a student may have additional privileges revoked during and/or while University charges are being processed through the University conduct system.
  4. Notification of parents/guardians if deemed appropriate.
  5. No Contact. An order to have no contact in any form with an identified student or students.
- C. *Multiple Sanctions*. More than one of the sanctions listed above may be imposed for any single violation.
- D. *Record Keeping*. Except as described in Article VIII (E), below, disciplinary sanctions shall not be noted on the student's permanent academic transcript, but shall become part of the student's conduct record.
1. A student found responsible of a violation of prohibited conduct as outlined in Article III (B) of the Standards of Student Conduct will have an "active" conduct file until graduation, at which time the file becomes "inactive." In the event that a student is on "conduct probation" at the time of their graduation, the student's conduct file will remain "active" for one year following the student's graduation. Conduct records may remain "active" indefinitely at the discretion of the Vice President for Student

Development or his/her designee. .

2. In compliance with the Clery Act, a student's disciplinary record must be maintained for a minimum period of seven (7) years after the student's graduation. After that period, the student's disciplinary record will be destroyed. Conduct records may be maintained indefinitely at the discretion of the Vice President for Student Development or his/her designee.

E. *Transcript Notation.*

1. Suspension or Permanent Separation. Generally, a student's suspension or permanent separation from the University will be noted on the student's academic transcript. Except for those conduct violations described in Article VIII(E)(2), the transcript notation shall not specifically reference a violation of the Standards of Student Conduct.
2. Suspension, Separation or Withdrawal for Certain Violations of the Standards of Student Conduct. The University is required by Virginia law to include a prominent notation on the academic transcript of each student who has been suspended for, permanently separated for, or withdraws while under investigation for a violation of the Standards of Student Conduct involving sexual violence, as defined in the [Sexual Misconduct Policy](#).

Appeals Article IX of the Standards of Student Conduct sets Forth the Process and grounds for an Appeal of a Student Conduct Decision. It provides as follows:

- A. *Right to Appeal.* The Respondent shall have the right to appeal the decision of the Student Conduct Board to the appropriate Appellate Administrator. In hearings that involved a violation of the University's Sexual Misconduct Policy, the Complainant also has the right to appeal the decision of the University Hearing Board.
- B. *Time for Filing Appeal.* An appeal must be received by the designated Appellate Administrator in writing (a document as an email attachment is acceptable) by 5:00 PM on the fifth business day after delivery of the written notification of the finding of the Student Conduct Board. The Chair of the Student Conduct Board may extend the time frame for submitting an appeal, at his or her sole discretion, for good cause upon written notice to the Respondent, and the Complainant (where appropriate) setting forth the reason for the extension.
- C. *Time for Deciding Appeal.* The decision on a request for an appeal shall be made within thirty (30) days of the receipt of the appeal, unless there is good cause for a reasonable extension of this time period. In which event, the Appellate Administrator shall provide written notice to the Respondent, and, where applicable, the Complaint setting forth the reason for the extension.
- D. *Review Board.* The Appellate Administrator, at his/her sole discretion, may seek the advice and counsel of a Review Board.
  1. The review board shall consist of two members of the Student Conduct Board who were not involved in the original hearing.

2. The review board does not hold a new hearing. If the review board determines that an appeal is upheld, the Appellate Administrator shall determine a remedy as prescribed in Article IX (F) of the Standards of Student Conduct.
  3. The final decision rests with the Appellate Administrator.
- E. *Grounds for Appeal.* An appeal shall be granted to the person filing if the Appellate Administrator finds, by clear and convincing evidence that one or more of the following occurred:
1. A witness at the Student Conduct Board hearing lied and the testimony was both material and adverse to the appealing party.
  2. New evidence of a material nature is available that was not available at the time of the Student Conduct Board hearing, unless such evidence was or could have been available prior to or at the time of the Student Conduct Board hearing.
  3. The Student Conduct Board hearing was conducted in a manner materially inconsistent with the Standards of Student Conduct and the written procedures of such Student Conduct Board.
  4. The sanction(s) determined by the Student Conduct Board was disproportionate to the findings.
- F. *Remedies.* If an appeal is granted, the Appellate Administrator may determine the appropriate remedy at his/her sole discretion from the following:
1. The case may be remanded to the original Student Conduct Board for reconsideration of the finding or responsibility and/or the sanction(s), in which event, the Student Conduct Board may: (a) consider any evidence presented at the original hearing; (b) at the direction of the Appellate Administrator, disregard evidence presented at the original hearing;; and/or (c) at the direction of the Appellate Administrator, consider new evidence that was not available and could not have been available prior to or at the time of the original hearing;
  2. The case may be remanded to a new Student Conduct Board for a hearing;
  3. The sanction(s) may be dismissed, amended, or revised; or
  4. The Appellate Administrator may take such other action as is appropriate to remedy the issue upon which the appeal was granted in a fair and equitable manner.
- G. *Notice of Outcome.* Upon reaching a decision on a request for an appeal, the Appellate Administrator shall provide written notification of his/her decision to the Respondent, the Complainant (if applicable), and to the Chair of the original Student Conduct Board.
1. The written notification of the appeal decision should include:
    - a. The grounds for request for appeal as outlined in Article IX (E) of the Standards of Student Conduct;
    - b. A description of the pertinent points the Appellate Administrator considered in rendering a decision;
    - c. The Appellate Administrator's decision on the request for appeal; and

- d. Any remedy or prescribed action if applicable.

How does the University handle retaliation against someone who brings a complaint of sexual misconduct or participates in the investigation or hearing process?

All members of the University community, including faculty, staff, and students, who have a good faith concern regarding possible sexual misconduct are encouraged to report that concern to the Title IX Coordinators and/or the University Police Department. All Responsible Employees, other than confidential resources, are required to report possible sexual misconduct to the Title IX Coordinators. All Campus Security Authorities are required to report potential crimes to the University Police Department.

The University prohibits retaliation or retribution, in any form, against an individual who reports, in good faith, an actual, potential, or suspected violation of this sexual misconduct policy. As used in this policy, reporting "in good faith" means the individual making the report has a reasonable basis to believe that there has been or may have been a violation of this sexual misconduct policy. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

Anyone who engages in or attempts to engage in retaliation or retribution against an individual who reports, in good faith, an actual, potential or suspected violation of this sexual misconduct policy shall be subject to discipline in accordance with the policies and procedures of the University, including this Policy and the Standards of Student Conduct.

Are the records of a sexual misconduct investigation confidential?

The University considers the records of a sexual misconduct investigation to be confidential and the University uses reasonable methods to protect the confidentiality of those records. Information gathered in the course of a sexual misconduct investigation will be disclosed to University officials only to the extent such officials require such information to perform their responsibilities to the University. Information gathered during an investigation may be shared with other involved students (for example the complainant or respondent) to the extent necessary to conduct a thorough and equitable investigation, in the course of a [student conduct](#) or other disciplinary proceeding and as permitted or required by applicable law or court order. Information gathered in the course of a sexual misconduct investigation will not be disclosed to third parties except as required by law, court order or with appropriate written consent.

The records of an investigation involving University students are considered to be education records subject to the Federal Rights to Privacy Act ("FERPA") and the University's [FERPA policy](#).

Virginia law requires that a prominent notation be added to the academic transcript of any student who is suspended for, permanently dismissed for, or withdraws from the University while under investigation for an offense involving sexual violence. This transcript notation will be removed if a student is subsequently found not to have committed an offense involving sexual violence or if the student completes his/her term of suspension and is determined to be in good standing according to applicable University Policy.

Health care and counseling records are confidential and will only be disclosed with appropriate written consent or as required by applicable law or court order.

Students involved in a sexual misconduct investigation are encouraged to respect the privacy of the complainant, the respondent, and any witnesses by maintaining appropriate confidentiality. However, students are permitted to share appropriate information with counselors, parents, advisors, or members of the deans' offices.

## **Victim/Survivor Support Resources**

It is important that all University of Richmond students are aware of their rights and opportunities for support and assistance. The following are resources available both on campus and in the campus community.

### **Confidential Resources**

Reporting to either of the following sources will be completely confidential. Your personal information will not be shared by the following resources:

#### [Counseling and Psychological Center \(CAPS\)](#)

Richmond Hall

804-289-8119

Office hours: Mon.–Fri., 8:30 a.m.–5 p.m.

#### [Student Health Center](#)

Special Programs Building

804-289-8064

Regular school session: Mon.–Fri., 8:30 a.m.–4:30 p.m.

Summer: closed to patient care

#### [Chaplaincy](#)

(ordained personnel such as the Chaplain or Rabbi)

Wilton Center

804-287-6500

Office Hours: Mon.–Fri., 8:30 a.m.–5 p.m.

### **Additional Campus Resources**

#### [Richmond College Dean's Office](#)

Whitehurst

804-289-8061

Office Hours: Mon.–Fri., 8:30 a.m.–5 p.m.

#### [Westhampton College Dean's Office](#)

Westhampton Center

804-289-8468

Office Hours: Mon.–Fri., 8:30 a.m.–5 p.m.

[Coordinator for Sexual Misconduct Education and Advocacy](#)

Westhampton Center

804-287-1217

Office Hours: Mon.–Fri., 8:30 a.m.–5 p.m.

[University of Richmond Police Department](#)

Special Programs Building

804-289-8715

**Office of International Education (for questions and concerns about visa and immigration status)**

Director of International Student, Scholar and Internship Services

103G Carole Weinstein International Center

(804) 287-6499

Off Campus Resources

The Richmond Regional Hotline

(804) 612-6126

[Safe Harbor](#)

P.O. Box 17996

Richmond, VA 23226

(804)287-7877

[The Virginia Anti-Violence Project](#)

[LGBTQ Partner Abuse and Sexual Assault Helpline](#)

Monday – Friday 8:00 a.m. – 8:00 p.m.

(866) 356-6998

[St. Mary's Hospital](#)

801 Bremo Road

Richmond, VA 23226

(804) 285-2011

[VCU Medical Center](#)

1250 E. Marshall Street

Richmond, VA

(804) 828-9000

A Step-By-Step Guide for Faculty and Staff

When supporting a student who shares they have been a victim of sexual assault, please follow this step-by-step guide. In an emergency call the police on campus 289-8911, off campus 911.

Step 1: Care for the Student

- Ensure they are safe
- Provide non-judgmental support

## Step 2: Connect the Student with Resources

- [Counseling and Support](#)
- [Reporting options](#)

## Step 3: Contact the Title IX Coordinators for Students

You must report the incident to one of the below:

- Molly Field, Interim deputy Title IX Coordinator, 804-289-8617, [mfield2@richmond.edu](mailto:mfield2@richmond.edu)
- Associate Dean Dan Fabian, Richmond College, 804-289-8061, [dfabian@richmond.edu](mailto:dfabian@richmond.edu)
- Maura Smith, Title IX Coordinator and Director of Compliance, 804 289-8654, [msmith11@richmond.edu](mailto:msmith11@richmond.edu)

## University Threat Assessment Team

A threat is a communication of intent to harm someone, either self or another person. A threat can be communicated directly to the intended target, or indirectly to third parties. A threat also may be expressed in nonverbal behavior, or in private statements, such as diaries or journal entries, which have no third-party audience.

Preventing violence and supporting the safety and well-being of the campus are responsibilities of all members of the University community. Campus safety is enhanced through community members identifying behaviors that may pose a potential threat and reporting those concerns in a caring and timely manner.

The Threat Assessment Team is a triage team, not a disciplinary body. It strives to improve community safety through a proactive, collaborative, objective, and thoughtful process of identifying, assessing, managing, and preventing—whenever possible—situations that poses, or may reasonably pose, a threat to the safety and well-being of the UR campus community. For an immediate threat, contact the UR Police Department at (804) 289-8911.

## Drug and Alcohol Policy

### Alcohol Policy

Members of the campus community and campus guests who choose to consume alcoholic beverages are expected to do so responsibly and in consideration of the consequences to self, others, and the community-at-large. Every individual is expected to recognize the potential for alcohol abuse whenever alcohol is consumed, and that such abuse is absolutely at variance with the mission of the University. To mitigate abuse, the University has established policies and regulations to limit the use of alcohol and to regulate the consumption of such beverages on campus. Persons who infringe upon the rights of others, who conduct themselves in a disorderly manner, or who damage or destroy University property shall be regarded as irresponsible in their decisions, accountable for their actions, and subject to disciplinary and/or criminal action.



The regulations and practices governing the use of alcoholic beverages apply to all members of the University community, guests and visitors. The primary responsibility for knowing and abiding by the provisions of the University's alcoholic beverage policy rests with each individual.

### Alcoholic Beverage Deliveries

Third party vendors are prohibited from delivering alcoholic beverages to the University of Richmond campus for personal consumption or for consumption at student events, for which an ABC License has not been secured.

### Regulations for Individuals:

1. The use of alcoholic beverages on the campus is expected to be in compliance with federal, state and local laws as well as University policy.
2. Virginia State Law prohibits the purchase, possession, or consumption of beer, wine, or distilled spirits by persons under 21 years of age.
3. Virginia State Law also prohibits the purchase for, or the serving of alcohol to, individuals who are not of legal age for possession or consumption.
4. Failure to comply with policies and guidelines presented in this document or violations of the law, including such activities as disruptive behavior, public intoxication, driving while intoxicated, damage to public or private property, or the use of altered or fraudulent identification cards will result in University action and/or criminal charges.
5. Any individual will be considered in possession of alcohol which may be reasonably associated with him or her. Examples of association include, but are not limited to, the following: any alcohol found within a resident's room or apartment unit will be considered to be associated with the residents of that room/unit, any alcohol being carried or transported by an individual (whether open or closed) will be considered to be associated with the individual carrying the alcohol, and any open container of alcohol resting near an individual may be considered to be in possession of the individual.
6. The possession and/or consumption of alcoholic beverages in fraternity lodges, residence hall rooms (not public areas), and University Forest Apartments, as an individual action which is not part of an organized function, is limited to individuals of legal age.
7. Students are expected to have a University of Richmond ID and another age identification document (e.g., driver's license) in their personal possession. A University official, staff member, or designee may request to see age identification from the student if it is suspected that the student is under the legal drinking age or is in the process of or has committed an alcohol policy violation.

Regulations for organizations/departments and approved campus guests/groups:  
(Refer to Procedures and Regulations for Implementation)

1. Prior to registering an organizational/departmental event on campus where alcohol is possessed, served, or consumed, a responsible key member of the hosting organization/department must be aware and knowledgeable of organization's responsibility for compliance with the University of Richmond Alcohol Policy and Virginia ABC laws and regulations. Approved campus guests/groups are also responsible for compliance with University of Richmond Alcohol Policies and Virginia ABC laws and regulations.
2. The consumption of alcoholic beverages in a designated campus area is limited to registered functions sponsored by recognized organizations/departments of the University of Richmond or University approved guests/groups. All such events shall be closed to all but members of the University of Richmond community and their personally invited guests/groups.
3. University Forest Apartments and residence halls are not approved areas for organizational/departmental events with alcohol present.
4. All University of Richmond organizations/departments sponsoring off-campus functions at which alcoholic beverages are served are expected to regard themselves as representatives of the campus community and to respect the University's valuation of personal responsibility and accountability. Although the University cannot monitor the environment external to the University campus, student organizations/departments or individuals may be held responsible for their actions off campus.

### Approved Locations

The consumption of alcoholic beverages at registered organized functions on campus is limited to certain designated areas. All other areas of the campus are considered public areas where the use of alcohol is prohibited unless the Vice President of Student Development, or his representative, grants an exception. It is the responsibility of the campus department or organization to secure this permission.

### Public Consumption Policy

The laws of the Commonwealth of Virginia prohibit the consumption of alcoholic beverages, whether in primary or secondary containers, in unlicensed public areas. The University does not permit transportation of alcoholic beverages in open primary or secondary containers outside the designated areas. Therefore, use on campus is restricted to residence hall rooms (not public areas), University Forest Apartments and approved locations.

### Registration Policy and Deadlines

Any organization/departmental function held in a University facility at which alcoholic beverages are present or consumed must be registered at least 10 working days in advance with the Coordinator of Substance Abuse Education. Greek organizations holding events in their lodges must register events four working days in advance with the Center for Student

Involvement. All other arrangements related to use of a University facility for an event must be approved 10 working days in advance by University Services, Events and Summer Conference Office in the University Facilities Building or by the Coordinator of the Jepson Alumni Center for events being held at that location. Events which utilize the University of Richmond's Dining Services ABC license must be coordinated with University Dining Services a minimum of five days prior to the scheduled event. Richmond's campus hosts thousands of events a year and anyone planning an event is advised to make both facility and catering arrangements well in advance.

ABC Temporary License (see) <https://www.abc.virginia.gov/licenses/get-a-license/banquet>

Virginia State Law, and/or the University of Richmond, may require an event, at which alcohol is served, to be licensed by the Virginia Alcoholic Beverage Control Board. University Dining Services is licensed by the ABC Board for events they serve on campus and handles all legally required notification to the ABC Board. For events not served by University Dining Services, the sponsoring organizations/departments/ approved guests/groups may be required to obtain an ABC temporary license. Contact the Coordinator of Substance Abuse Education to determine if a temporary ABC License is required.

### Procedures and Regulations for Implementation of the Alcohol Policy for Organizational/Departmental Events On-Campus

An addendum to this policy statement provides Procedures and Regulations for the Implementation of the Alcohol Policy. This addendum speaks to faculty/staff, Greek organizations, residence life, student organizations and other related groups and activities. Substantive changes to the General Statement must be approved by the Board of Trustees. Further information related to this can be located at:

<http://wellness.richmond.edu/common/pdfs/factsheets/alcohol-drug-policy.pdf>

### Sanctions for Noncompliance

All individuals/organizations/departments/Greek organizations/residence halls/Atlantic and Pacific Houses/University Forest Apartments must be in compliance with the University of Richmond Alcohol Policy, General Policy Statement, and the Procedures and Regulations for Implementation of the Alcohol Policy.

#### Individuals

1. Underage individuals who are observed possessing or consuming alcoholic beverages will have the beverage confiscated. These individuals may have University and/or criminal charges placed against them for illegal possession and/or consumption. The individual also may be removed from the event.
2. Individuals who provide or serve alcoholic beverages to underage individuals may face University and/or criminal charges. The individual also may be removed from the event.

3. Failure of individuals to follow the Procedures and Regulations for Implementation may result in a minimum of the following sanctions:
  - a. All first offenses result in a minimum of being placed on disciplinary warning by the appropriate dean's office, referred to an educational program, and assessed a fine. The fines for the first offenses vary.
  - b. All second offenses and subsequent offenses result in stricter sanctions decided upon by the appropriate dean's office.

### Fines - First Offenses

- Student consumption of alcohol where the student is under age: \$50.00
- Student consumption of alcohol in public where the student is of legal age: \$50.00
- Student consumption of alcohol in public where the student is under legal age: \$100.00
- Student use or possession of a fraudulent identification card: \$100.00
- Underage student found in attendance at a registered or unregistered residence hall or University Forest Apartment event with alcohol: \$50.00

### Organizations/Departments

All organizations/departments must be in compliance with the University of Richmond Alcohol Policy, General Policy Statement, and the Procedures and Regulations for Implementation of the Alcohol Policy.

1. Failure to follow the Procedures and Regulations for Implementation by organization/departments may result in a minimum of the following sanctions:
  - a. First Offense—Immediate termination of the event.
  - b. Second Offense—Immediate termination of the event and \$200 fine.
  - c. Third Offense—Immediate termination of event, \$400.00 fine, and loss of privilege to schedule events with alcohol for one calendar year.
  - d. Members of the organization/departments who were involved in the violation will be required to attend an educational program and pay any costs incurred.
  - e. Members of organizations/departments also may be charged with individual alcohol violation(s).
2. The Vice President for Students Development or his/her designee is authorized to impose any of the above- mentioned sanctions.

### Men's and Women's Fraternities

The following sanctions are not necessarily in progressive order. The Interfraternity/Panhellenic Councils have the authorization to determine an appropriate course of action including the listed sanctions, based on the severity of each situation. In addition, sanctions

may include, but are not limited to, variations of community service, monetary fines, educational programming, etc.

1. **Warning**—official written or verbal warning notifying individual and/or collective fraternities of a violation; this also includes a four academic weeks probationary status.
2. **Social Suspension**—suspending social privileges for a determined amount of time. The lodge/ground/facility will be open for fraternity chapter weekly meetings and pledge/associate educational meetings only; this may also include a probationary status determined on a case by case basis.
3. **Suspension of Recognition**—revocation of the chapter’s rush privileges, approval for campus social activities for at least one half years’ time due to (a) events or circumstances in substantial violation of this statement, or the Statement of Mutual Responsibilities or (b) reoccurrence or lack of correction of matters which gave rise to a previously issued warning or probation.
4. **Recommendation for Revocation of Recognition**—revocation of all privileges as a recognized fraternity and termination of all aspects of affiliation with the University due to (a) a major and flagrant failure by an organization to carry out its duties and responsibilities under this statement, or (b) a reoccurrence of or failure to correct matters which give rise to a previously issued suspension of recognition.

#### Enforcement proceedings

1. The Director of The Center for Student Involvement (formerly Student Activities) or designee or any University Police Officer has the authority to order a fraternity closed for the remainder of the time designated for that event if, in his/her judgment, any of the above violations are occurring or have occurred.
2. The Director of the Center for Student Involvement or designee (e.g., Interfraternity Council, PanHellenic Council) is authorized to enforce any or all sanctions.

#### Sanctions for Alcohol Violations at the Cellar

##### Minor Degree

1. Public drunkenness. Minimum of three sanctions must be issued:
  - a. Minimum of \$100 fine
  - b. Maximum of 25 community service hours
  - c. Alcohol education
  - d. Other sanction deemed appropriate

##### Intermediate Degree

1. Misuse of University of Richmond identification. Mandatory sanctions must be issued:
  - a. Probation (length to be determined by the appropriate body)

- b. Minimum of \$200 fine
  - c. Minimum of 50 community service hours Minimum of one of the three sanctions must be issued:
  - d. Suspension
  - e. Alcohol education
  - f. Other sanction deemed appropriate
2. Misuse of non-University of Richmond identification. Mandatory sanctions must be issued:
- a. Probation (length to be determined by the appropriate body)
  - b. Minimum of \$200 fine
  - c. Minimum of 50 community service hours Minimum of one of the three sanctions must be issued:
  - d. Suspension
  - e. Alcohol education
  - f. Other sanction deemed appropriate
3. Minor in possession of an alcohol identification bracelet. Mandatory sanctions must be issued:
- a. Probation (length to be determined by the appropriate body)
  - b. Minimum of \$200 fine
  - c. Minimum of 50 community service hours Minimum of one of the three sanctions must be issued:
  - d. Suspension
  - e. Alcohol education
  - f. Other sanction deemed appropriate
4. Possession and/or consumption of alcohol by a University of Richmond student who is a minor. Mandatory sanctions must be issued:
- a. Probation (length to be determined by the appropriate body)
  - b. Minimum of \$200 fine
  - c. Minimum of 50 community service hours Minimum of one of the three sanctions must be issued:
  - d. Suspension
  - e. Alcohol education
  - f. Other sanction deemed appropriate
5. University of Richmond student providing a minor with alcohol and/or an alcohol identification bracelet. Mandatory sanctions must be issued:
- a. Probation (length to be determined by the appropriate body)
  - b. Minimum of \$200 fine
  - c. Minimum of 50 community service hours Minimum of one of the three sanctions must be issued:

- d. Suspension
- e. Alcohol education
- f. Other sanction deemed appropriate

### Major Degree

1. Second offense for any violation. Mandatory sanctions must be issued:
  - a. Minimum of \$200 fine
  - b. Probation (length to be determined by the appropriate body)
  - c. Minimum of 75 community service hours
  - d. Alcohol education
2. Minimum of one of the three sanctions must be issued:
  - a. Suspension
  - b. Separation
  - c. Other sanction deemed appropriate

### **Drugs**

Unauthorized manufacture, distribution and possession of “controlled substances” (illegal drugs and paraphernalia) are prohibited by both state and federal law and are punishable by severe penalties. The University does not tolerate or condone such conduct. Violation of this community standard will be considered a serious offense. Student and employees who violate state or federal laws may be referred by University authorities for prosecution.

### **Virginia Laws Governing Alcohol and Other Drugs**

#### Alcohol

The minimum legal age for the possession and consumption of alcoholic beverages in Virginia is **21**. **Underage alcohol consumption/possession is a Class 1 misdemeanor**

- Mandatory driver’s license suspension – 6 month minimum (1 year max.)
- Possible jail sentence: up to 1 year

Drinking alcohol in a public place/Public intoxication is a Class 4 misdemeanor

- Possible fine up to \$250
- Possible 1 day jail sentence

Purchasing, Giving, Providing or Assisting in Providing Alcohol to Person under 21 is a Class 1 misdemeanor

- Mandatory driver’s license suspension -6 month minimum (1 year max.)
- Mandatory minimum \$500 fine (max. of \$2500 or 50 hours of community service)
- Possible jail sentence up to one year

- Any alcohol purchased is contraband and subject to forfeit

#### Using a fake ID to buy alcohol

- Mandatory driver's license suspension -6 month minimum (1 year max.)
- Mandatory minimum \$500 fine (max. of \$2500 or 50 hours of community service)
- Possible jail sentence up to one year
- Any alcohol purchased is contraband and subject to forfeit

#### Underage Driving under the Influence

- Zero Tolerance Laws in Virginia; drivers under the age of 21 cannot have a BAC test result of .02 or higher.
- Mandatory driver's license suspension for one year.
- Offenders do not have the option of requesting a blood test instead of a breath test for an alcohol-related offense.

#### Driving under the Influence 21 yrs & above

- Drivers 21 years of age or older cannot have a BAC test result of .08 or higher.
- Conviction of a first or subsequent DUI offense may result in a mandatory driver's license suspension for one year, ignition interlock, mandatory jail time and mandatory alcohol education classes
- Implied consent laws require a driver who is suspected of DUI to submit to chemical testing (breath, blood, or urine). Refusal to submit to such tests carries a penalty of up to one year's suspension of the driver's license.

#### Possess, sell, buy or use Powdered or crystalline alcohol while under 21 years of age

- Powdered or crystalline alcohol is included in the definition of alcoholic beverages.
- Law prohibits powdered or crystalline alcohol substances to be sold in or shipped into the Commonwealth
- Purchase, possession, offering for sale or use, selling or using powdered or crystalline alcohol is a Class 1 misdemeanor
- **Mandatory** driver's license suspension for 1 year
- **Mandatory** minimum \$500 fine (max. of \$2,500) **or** 50 hours of community service
- Possible jail sentence: Up to 1 year

#### Safe Reporting of Overdoses.

- "Overdose" means a life-threatening condition resulting from the consumption or use of a controlled substance, alcohol, or any combination of substances.
- **PROVIDES:** Affirmative defense to prosecution of an individual for the unlawful purchase, possession, or consumption of alcohol, public intoxication, or possession of marijuana, a controlled substance or controlled paraphernalia **IF:**



- In good faith, you seek emergency medical attention for yourself or another by reporting the overdose to 911, law enforcement or medical personnel
- Remain at the scene of the overdose until a law-enforcement officer responds
- Identify yourself to the law-enforcement officer
- If requested, substantially cooperate in any investigation of any criminal offense reasonably related to the alcohol or controlled substance(s) that resulted in the overdose; AND
- The evidence for the prosecution of an offense was obtained as a result of the individual seeking or obtaining emergency medical attention.

### Drugs Marijuana Possession

- Misdemeanor-jail for up to 30 days and/fine up to \$500 Sale/Distribution
- Less than ½ ounce: Class 1 Misdemeanor – 12 months in jail plus \$1000 fine.
- More than ½ ounce, less than 5 lbs: Class 5 Felony – not less than 1 year in prison plus \$1000 fine.
- More than 5 lbs: Felony – 5-30 years

### Other Drugs Possession

- Schedule I or II Drugs – Felony- imprisonment from 1 to 10 years or jail for up to 12 months and a fine of up to \$2,500.
- Schedule III Drugs – Misdemeanor – jail for up to 12 months and a fine up to \$2500
- Schedule IV Drugs – Misdemeanor – jail for up to 6 months and a fine up to \$1000
- Schedule V Drugs – Misdemeanor – fine up to \$500
- Schedule VI Drugs – Misdemeanor – fine up to \$250 Sale/Distribution – Schedule I or II Drugs
- Felony – imprisonment from 5 to 40 years and a fine up to \$100,000 Sale/Distribution – Schedule III –V Drugs
- Misdemeanor – Fine up to \$2500

### Alcohol and Drug Education Programs

- Alcohol Abuse – This program conducted by the University Police outlines the University of Richmond’s Alcohol Policy and emphasizes the University of Richmond Police Department’s commitment to enforcing the laws pertaining to alcohol possession and consumption in the Commonwealth of Virginia. The seminar is available upon request and the audience consists of students from the Westhampton and Richmond College residence halls, fraternities, sororities, and other interested student groups.
- Driving Under The Influence – This University Police presentation explains the criminal offense of driving under the influence of drugs or other intoxicants. Students are advised of the penalties of the crime and the long-term hardships experienced if convicted of driving under the influence.

- URAware - Mandatory alcohol education and prevention program for all incoming University of Richmond freshman students. It's a four-hour block of instruction given by Wellness Instructors of the Student Affairs Campus Recreation Division.
- The University of Richmond requires all full-time, degree seeking students to complete a comprehensive alcohol education and prevention program during their first semester on campus. Successful completion of the requirement is mandatory for graduation from the University.
- In order to successfully complete the WELL 085 graduation requirement, students need to complete the following steps:
  - **Step 1:** Complete Part 1 & Part 2 of Alcohol Edu. Alcohol Edu is an online alcohol education and prevention program that provides students with a customized alcohol education program tailored to each student's specific drinking patterns. Students will be able to login to the course beginning July 13, 2015. Students will be emailed login information once the course becomes available. ***Part 1 of the course must be completed before Orientation begins on August 19, 2015.*** Students that fail to complete Part 1 by the deadline will have a registration hold placed on their account. Students will receive an email in September about completing Part 2 of the class. Part 2 must be completed by October 16, 2015.
  - **Step 2:** Register and successfully complete a section of WELL 085 Alcohol Education and Prevention Workshop (WELL 085). Class sections can be found on BannerWeb. Students must have successfully completed Alcohol Edu prior to attending the Alcohol Education and Prevention Workshop.
  - Students must complete both Alcohol Edu and the WELL 085 Alcohol Education and Prevention Workshop in order to successfully fulfill the WELL 085 graduation requirement. Students that complete only the online portion will not receive credit for the requirement.
  - Students that fail to complete the WELL 085 portion of the wellness graduation requirement in their first semester on campus will have a registration hold placed on their account. This hold will prevent students from registering for courses or making changes to their class schedule.

## Missing Students

Anytime a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University of Richmond Police Department at (804) 289-8715. The University of Richmond Police Department will immediately initiate an investigation. The University Police will notify local law enforcement agencies, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor. If the missing student is under the age of 18 and is not an emancipated minor, the University of Richmond Police Department will notify the student's parent or legal guardian and any other designated contact within 24 hours after the

University of Richmond Police Department has conducted an initial investigation and has determined that the student is missing. If the missing student is age 18 or over, the University of Richmond Police Department will notify the student's designated confidential contact, if any, or the student's parent or legal guardian within 24 hours after the University of Richmond Police Department has conducted an initial investigation and has determined that the student is missing. If the preliminary investigation indicates a need, the law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the University of Richmond Police Department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University of Richmond Police Department will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the University of Richmond Banner Web website at

[https://bannerweb.richmond.edu/bannerweb/twbkwbis.P\\_WWWLogin](https://bannerweb.richmond.edu/bannerweb/twbkwbis.P_WWWLogin).

Confidential contact information remains confidential and will only be accessible to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.

## Crime Statistics

### Procedures for Gathering Crime Statistics

The University of Richmond Police Department is charged with the responsibility for collecting data, preparing the annual crime report, and distributing the annual Clery report. At the beginning of each calendar year, the police department completes an analysis of all crimes reported to the police department. Crime statistics are gathered for the core campus and buildings owned or controlled by the University of Richmond and used for educational purposes. Data is also collected from Campus Security Authorities and local police agencies. Names and dates of offenses are compared to assure duplicate reporting does not occur. Clery crime statistics do not include the identification of the victim or the person accused of committing the crime.

### Definitions Used for Reporting

Offense statistical totals which are required to be reported by the Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act include: homicide, manslaughter, arson, hate crimes, assault, robbery, burglary, sexual assault, domestic violence, dating violence, stalking offenses, motor vehicle theft, liquor law violations, drug law violations and weapon law violations. The following statistics provide the total number of reported offenses to the University of Richmond Police Department for 2012, 2013, and 2014.

- **FBI UCR Program-** A nationwide statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on

crimes brought to their attention. The UCR program also serves as the basis for definitions of crime and for classifying crime in the ASR statistical report.

- **Hierarchy Rule**- A requirement in the FBI's UCR program that, for the purposes of reporting crimes in the system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.
- **Sexual Assault**- An offense that meets the definition of Rape, Fondling, Incest, Sexual Battery, or Statutory Rape as used in the FBI UCR program.
- **Murder and Non-Negligent Manslaughter** is the willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** is the killing of another person through gross negligence.
- **Sex offense** is defined as any sexual act directed against another person without consent of the victim including instances where the victim is incapable of giving consent.
- **Rape** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Domestic Violence** (1) A felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence** - Or relationship violence is any type of violence, including sexual or physical assault or abuse, or the threat of such assault or abuse, between adults who are in a social relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating/relationship violence is sexual misconduct prohibited by the University. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Stalking** -is engaging in a course of unwanted conduct toward a specific person (including surveillance, repeated phone calls, emails, text messages, social media messages or in-person contact) that would cause a reasonable person to fear for their own safety or the safety of others or to suffer substantial emotional distress. A course of

conduct means two or more acts, including, but not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, threatens, or communicates to or about, another person, or interferes with another person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any act that constitutes stalking under Virginia law is also prohibited under this policy. Stalking is sexual misconduct prohibited by the University. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Robbery** is defined as the taking or attempting to take anything of value from the care, custody, and control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault** is defined as an unlawful attack by one person upon another for the purpose in inflicting severe or aggravated bodily injury. This type of assault usually involves a weapon or means likely to cause death or great bodily harm.
- **Burglary** is defined as the unlawful entry into a structure to commit a felony or theft and all attempts to commit the above mentioned.
- **Arson** is maliciously burning or causing to be destroyed by burning any public or private property.
- **Motor Vehicle Theft**, which is defined as the theft or attempted theft of a motor vehicle.
- **Hate crimes** are defined for this report as crimes committed against a person that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, ethnicity, disability, gender identity, or sexual orientation. For this report, the hate crime must have been for one of the criminal offenses listed in the report, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property or any other crime involving bodily injury where the victim was intentionally selected because one of the above listed biases motivated the perpetrator.
- The Act requires that arrests and referrals for liquor law, drug abuse and weapon violations be reported.
  - **Liquor law violations** are defined as violations of laws or ordinances prohibiting the manufacture, sale, possession, transporting, or furnishing of intoxicating liquors or alcoholic beverages and all attempts to commit any of the aforementioned. (Public drunkenness and driving under the influence are not included).
  - **Drug abuse violations** are defined as violations of State and local laws relating to the unlawful possession, sale, use, growing or manufacturing and making of narcotic drugs.

- **Weapons possession violations** are defined as violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying of deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons and all attempts to commit any of the above.

**Annual Statistics for 2012, 2013 and 2014**

Offense Type	Reporting Year	On Campus	Residential Facilities	Non-Campus Building or Property	Public Property*	Unfounded
Murder/Non-Negligent Manslaughter	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses	2012	8	6	0	0	0
	2013	10	8	0	0	0
	2014	10	8	1	0	0
Non-Forcible Sex Offenses	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	1	1	0	0	0
Burglary	2012	20	17	0	0	0
	2013	8	8	0	0	0
	2014	17	15	0	0	2
Arson	2012	1	0	0	0	0
	2013	1	0	0	0	0
	2014	1	0	0	0	0
Motor Vehicle Theft	2012	5	0	0	0	0
	2013	3	0	0	0	0
	2014	4	0	0	0	0

**VAWA Statistics and Liquor, Drug and Weapon Law Violations**

Offense Type	Reporting Year	On Campus	Residential Facilities	Non-Campus Building or Property	Public Property*	Unfounded
<b>VAWA Statistics</b>						
Stalking	2012					
	2013	1	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2012					
	2013	2	0	0	0	0
	2014	6	4	0	0	0
Domestic Violence	2012					
	2013	0	0	0	0	0
	2014	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrest	2012	3	1	0	0	0
	2013	0	0	0	0	0
	2014	6	2	2	6	0
Referral	2012	335	267	0	0	0
	2013	197	163	0	0	0
	2014	186	158	0	0	0

<b>Drug Law Violations</b>						
Arrest	2012	24	15	0	0	0
	2013	13	8	0	0	0
	2014	17	15	3	0	0
Referral	2012	16	11	0	0	0
	2013	9	5	0	0	0
	2014	11	11	0	0	0
<b>Weapons Law Violations</b>						
Arrest	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0
Referral	2012	0	0	0	0	0
	2013	0	0	0	0	0
	2014	0	0	0	0	0

\*These incidents/arrests occurred on public property, including thoroughfares, streets, sidewalks, and public parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Effective July 1999, all information for "Residential Facilities" is duplicated in the "On Campus" column. If an incident occurred in a student residential building, it counts as one statistic in the "Residential facilities" category and as one statistic in the "On Campus" category

All statistics may include information reported by University Officials as defined by Federal Law as Campus Security Authorities and local police departments in addition to information reported by the University of Richmond Police Department.

- **Dating Violence** – The 6 reported incidents are related to two cases of dating violence
- **Burglary** – 10 of the 17 incidents were related to unlocked dorm rooms- prevention information is provided through Timely Warnings, information sessions and thru the Resident Assistants.

## Hate Crimes

There was one race-related Hate Crime reported in 2012, one in 2013 and none in 2014. The Hate Crime that occurred in 2012 was Intimidation that occurred on campus in the Jeter Residence Hall and the category of bias was anti-black. The Hate Crime that occurred in 2013 was Simple Assault that occurred on campus grounds and the category of bias was anti-Asian.

## Timely Warning Procedures

Timely Warning notifications are messages sent out by e-mail to the campus community triggered by crimes that have already occurred but represent a serious or continuing threat to students and employees. Timely Warnings are not limited to violent crimes or crimes against persons.

The University of Richmond Police Department is responsible for preparing and issuing Timely Warnings to the campus community. The Chief of Police (or designee) makes the decision of whether to issue a Timely Warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely Warnings are usually distributed for Clery crimes but may also incorporate other types of crimes depending on the facts of the case and the information known by the University of Richmond Police Department. The University of Richmond Police Department holds the names of victims as confidential. An institution is not required to provide a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures and is not required to

issue a Timely Warning based upon the same circumstance. However, adequate follow-up information must follow as needed.

## **Large-Scale Emergencies**

### **Emergency Response**

The University maintains an Emergency Operations Plan. The Plan provides for emergency operations in response to any type of disaster or large-scale emergency affecting the University of Richmond. Because an emergency may occur with little or no warning, the Plan is designed to be flexible to accommodate contingencies of various types and magnitudes. It assigns duties and responsibilities to departments for disaster mitigation, preparedness, response and recovery. It also provides the framework within which more detailed emergency plans and procedures can be developed and maintained. Activation of this plan reduces the vulnerability of people and property to disaster, and establishes a means to respond effectively to actual disasters or threats of disasters or emergencies.

To ensure the University's capability to implement this plan, each department tasked with emergency management responsibilities, as identified in the Plan, Emergency Support Function (ESF), Support or Incident Annexes, shall develop a continuity of operations (COOP) plan that identifies the critical and time-sensitive missions, applications, processes, and functions to be recovered and continued in an emergency or disaster, including alternate operating capabilities. Department functions critical to emergency response and recovery operations shall have priority for protection and restoration.

To improve the overall emergency response organization and capability of the University, the Plan is exercised on a regular basis. The exercises test not only the Plan but also train the appropriate officials, emergency response personnel and University of Richmond employees. Tests may be announced or unannounced. The plan is publicized annually in conjunction with annual tests. Each test is documented to include a description of the exercise, the date, time and whether it was announced or unannounced. When appropriate, local response organizations, private partners and NGOs will be encouraged to participate. Any planning deficiencies, findings, area recommended for corrective action or improvement arising from the exercise will be considered and corrected by appropriate training, plan update, and/or demonstration in any subsequent exercise or postulated event. Additionally after each actual event, a hot wash and/or after-actin review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

### **Evacuation Procedures**

Prepared students, faculty, and staff are a priority of the University of Richmond. Students, faculty, and staff should be familiar with applicable emergency plans and procedures as well as evacuation routes. Information about how to prepare as well as the types of emergencies that may occur on campus as is available [online](#).

With the exception of residence halls, a Building Emergency Plan (BEP) was developed for each building on campus. Developed to comply with OSHA 29 CFR 1910.38, the BEPs at a minimum must include the following information:



- Procedures for reporting a fire or other emergency;
- Procedures for emergency evacuation, including type of evacuation and exit route assignments;
- Procedures to be followed by employees who remain to operate critical operations before they evacuate;
- Procedures to account for all employees after evacuation;
- Procedures to be followed by employees performing rescue or medical duties; and
- The name or job title of every employee who may be contacted by individuals who need more information about the plan or an explanation of their duties under the plan.

To fulfill compliance, a Building Emergency Coordinator, to include an Alternate, as well as Floor Monitors was identified for each building with a BEP. Building Emergency Coordinators serve as the key contact for their building during an emergency, ensure all building occupants are aware of and trained on the BEP, and maintain an updated list of building occupants. Floor Monitors provide direction about sheltering in place or evacuating the building as dictated by the event and account for building occupants after an evacuation. A list of Building Emergency Coordinators, to include Building Emergency Plans, is available [online](#).

## Emergency Notification

The University of Richmond has an Emergency Notification System (ENS) with multi-channel communication capabilities to rapidly disseminate emergency information about an incident and provide instructions to the pertinent UR campus. All UR ENS messages will contain at minimum the following information, in this order:

1. Nature of the incident,
2. Location, and
3. Actions to be taken by affected populations.

Information may be disseminated using, but not limited to, the following:

- UR Alert
- Outdoor Warning System
- Internal Speakers
- Voicemail to UR Campus Phones
- Posts to the University Website, including [alert.richmond.edu](http://alert.richmond.edu)
- UR Hotline
- Classroom Paging

UR Alert is a messaging system controlled by a web-enabled management interface that allows an operator to simultaneously send outbound UR Alert messages via the following channels:

- Short Message Service (SMS) or text messages sent to mobile devices (including cell phones) which may also convert to an audible message if the phone is answered.

- Phone calls (and voicemails for unanswered calls) to non-campus phone numbers, including cell and land lines (U.S. 10-digit numbers).

In addition, the web-enabled management interface also allows an operator to simultaneously post the message to the following additional UR ENS channels:

- Emails
- Posts to Social Media, including Facebook and Twitter

UR Alert is dependent on an individual “opt-in” registration in order to receive alert messages. Users can select up to three channels/contact points by which they wish to be notified. Students, faculty and staff are encouraged to sign up for the service. Parents of current students, family of faculty and staff, visitors, and community members can also register online to receive critical information during an emergency affecting the campus. In emergency situations UR Alert messages will be sent out to all individuals registered to receive them.

A support annex within the EOP includes Emergency Notification System (ENS) Protocols. These guidelines establish the process for activating the UR ENS when a threat or emergency situation is reported to the University of Richmond Police Department or to another Responsible University Authority operating within their direct area of responsibility and directly involved with the emergency response for a safety-and-security incident at UR. Authorizing decision-making at the operational response level enables UR to disseminate rapid and responsible emergency information to the UR campus community. In compliance with the Clery Act, a test of the ENS is conducted annually.

An emergency notification is made when the University of Richmond Police Department or another Responsible University Authority *confirms* that an emergency situation poses an *immediate* threat to life safety or security of the campus population. The University of Richmond Police Department Senior Officer on Duty, University of Richmond Police Department Dispatcher (for tornado alerts), or another Responsible University Authority is authorized to make an Immediate Notification to provide alert, warning, and safety or protection instructions.

However, the University of Richmond Police Department Senior Officer on Duty or other Responsible University Authority also has the authority *not* to authorize an Immediate Notification to the campus if issuing the message will create a more serious emergency and/or compromise the University’s efforts to contain the emergency. If the University of Richmond Police Department Senior Officer on Duty or other Responsible University Authority makes a decision *not* to authorize an alert, he or she must immediately notify and consult with the UR Police Chief.

### Status Update/All Clear

A Status Update Notification is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An All Clear Notification indicates that the emergency has been contained. Status Update and All

Clear Notifications should be timed such that SMS messages do not overlap. Status Update and All Clear Notifications are authorized by the person who has incident command, which may be the University of Richmond Police Department Senior Officer on Duty, University of Richmond Police Chief, Vice President for Business and Finances, or other Responsible University Authority. The University of Richmond Police Department Dispatcher is authorized to send an All Clear Notification when a Tornado Warning is lifted.

## Fire Safety

### Residence Hall Policies

- Smoking is prohibited.
- Candles, Incense, Flame Producing Products are prohibited.
- The following items are prohibited in all residential facilities
  1. Space heaters
  2. Hot plates
  3. Toaster ovens (not permitted in residence halls)
  4. Grilling machines **of any form** (not permitted in residence halls)
  5. All open/visible coil electrical equipment of any type
- University policy prohibits cooking in residence halls. The only exception to this rule is locked, limited access kitchens. Food preparation is allowed using only a Microwave oven
- Complete residence hall room fire safety inspections are conducted by staff from both the Richmond and Westhampton Colleges and Safety Services and Risk Management two times per year.

The entire University Housing Fire Safety Policy can be viewed at;  
<http://safety.richmond.edu/common/PDF/fire-safety-policy-2009.pdf>

### Reporting a Fire Emergency

All fire emergencies are to be reported to the central station located at campus police. You can reach the central station by using an ERT's phone, calling 911 from any building phone, or (804) 289-8911 if using a cell phone. Make sure you place your call from a safe location outside the building. Provide emergency personnel with specific information including your name, location of the incident, and nature of the emergency.

### Procedures for Fire Emergencies

#### 1. Fire Alarm System not Activated

- If you discover or suspect a fire immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.** Sound the building fire alarm by activating the nearest pull station and or verbally sounding the alarm and knocking on doors as you evacuate the building by the nearest exit.

- Notify emergency personnel by pushing the red button on an ERT's phone, dial 911 from any campus emergency phone, or if using a cell phone (804)289-8911 and inform authorities of your situation and location.

## 2. Fire Alarm System is Activated

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside. (**See Shelter In Place**)
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors shall facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident shall report to their assigned assembly area. Resident life staff shall report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.
- The Head Resident will meet emergency responders (University of Richmond Police) outside their building to provide information, i.e. persons still in building, as needed. If an officer is not already on site dial 911 from any campus emergency phone or if using a cell phone (804)289-8911 and inform authorities of your situation and location.
- Following the evacuation and receiving the all clear, the Head Resident will meet briefly with the student staff at a predetermined location to process the evacuation and provide the information necessary to complete the Fire Alarm Evacuation Report. This report must be completed by the Head Resident (or another staff member) and submitted to the Residence Life Administrative Assistant within 24 hours of the evacuation.

## 3. Shelter In Place

- If for any reason you are not able to leave your room, dial 911 or on cell phone (804)289-8911 and inform authorities of your location.
- Make sure the door to your room is tightly closed and use a bed sheet or blanket to fill the cracks around the door.
- If possible, open the window two-thirds at the top to allow hot air and gases to escape—and one-third at the bottom. Keeping your face near the bottom opening will allow you to

breathe fresh air while waiting for help to arrive. Never break the window. If you do, you will no longer have the ability to control the influx of smoke from other floors.

- Wave a towel or brightly colored shirt from the window, and yell for help this will aid rescuers in locating you. The Fire Department looks for this type of signal.

#### 4. If You are On Fire

- **STOP, DROP AND ROLL.** If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.

## Fire Statistics

<u>Police Report Incident Number</u>	<u>Incident Date/Time</u>	<u>Nature of Fire</u>	<u>Location</u>	<u>Number of Deaths</u>	<u>Number of Injuries</u>	<u>Value Property Damaged</u>
N/A	N/A	None for 2012	N/A	N/A	N/A	N/A
N/A	N/A	None for 2013	N/A	N/A	N/A	N/A
N/A	N/A	None for 2014	N/A	N/A	N/A	N/A

- Under the Nature of Fire the cause categories used are:

- **Unintentional Fire**

Cooking	Hazardous Products
Smoking Materials	Machinery/Industrial
Open Flames	Natural
Electrical	Other
Heating Equipment	

- **Intentional Fire (Arson)**
- **Undetermined Fire**

### Chart of Fire Protection Safety Systems for Each Residential Facility

<b>Building and Address</b>	<b>Fire Alarm Type</b>	<b>Combustible Gas/CO Detectors</b>	<b>Suppression System(s)</b>	<b>Total Fires</b>
Atlantic House 22-C Old Fraternity Row	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	CO only	(Wet System) building is fully sprinkled. Fire extinguishers in common areas and in each student room.	None
Dennis Hall 13 Richmond Way	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in each student room.	None
Freeman Hall 10 Richmond	Addressable system continuously monitored by a Central Station throughout the	N/A	(Wet System) building is fully sprinkled.	None

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<b>Building and Address</b>	<b>Fire Alarm Type</b>	<b>Combustible Gas/C0 Detectors</b>	<b>Suppression System(s)</b>	<b>Total Fires</b>
Way	entire building to include each student room.		Kitchen Hood for limited access kitchen. Fire extinguishers in each student room.	
Gateway Village Apartment 55 55 UR Drive	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	None	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff members room.	None
Gateway Village Apartment 56 56 UR Drive	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff members room.	None
Gateway Village Apartment 57 57 UR Drive	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff members room.	None
Gateway Village Apartment 58 58 UR Drive	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff members room.	None
Gray Court 39 Westhampton Way	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff member room.	None
Jeter Hall 15 Richmond	Addressable system continuously monitored by a Central Station throughout the entire building to include each	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life	None

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<b>Building and Address</b>	<b>Fire Alarm Type</b>	<b>Combustible Gas/CO Detectors</b>	<b>Suppression System(s)</b>	<b>Total Fires</b>
Way	student room.		Staff member room.	
Keller Hall 43 Keller Road	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in each student room.	None
Lakeview Hall 6 Lakeview Lane	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	(Wet System) building is fully sprinkled. Kitchen Hood for limited access kitchen. Fire extinguishers in each Resident Life Staff member room.	None
Law Dorm III 22-D Old Fraternity Row	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	CO only	Building not sprinkled Fire extinguishers in each student room.	None
Lora Robins Court 32 Westhampton Way	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in each student room.	None
Marsh Hall 11 Lakeview Lane	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in each student room.	None
Moore Hall	Addressable system continuously monitored by a Central Station throughout	Yes	(Wet System) building is fully	None



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<b>Building and Address</b>	<b>Fire Alarm Type</b>	<b>Combustible Gas/C0 Detectors</b>	<b>Suppression System(s)</b>	<b>Total Fires</b>
12 Richmond Way	common areas with single station smoke alarms detectors in each student room.		sprinkled. Fire extinguishers in each student room.	
North Court 40 Westhampton Way	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	(Wet System) building is fully sprinkled. Kitchen Hood for limited access kitchen. Fire extinguishers in each Resident Life Staff member room.	
Pacific House 22-A Old Fraternity Row	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	C0 only	(Wet System) building is fully sprinkled. Fire extinguishers in common areas and in each student room.	None
Robins Hall 14 Richmond Way	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in common areas and in each student room.	None
South Court 42 Westhampton Way	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms detectors in each student room.	Yes	(Wet System) building is fully sprinkled. Fire extinguishers in common areas and in each student room.	None
Thomas Hall 7 Richmond Way	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	N/A	(Wet System) building is fully sprinkled. Fire extinguishers in each Resident Life Staff member room.	None

<b>Building and Address</b>	<b>Fire Alarm Type</b>	<b>Combustible Gas/CO Detectors</b>	<b>Suppression System(s)</b>	<b>Total Fires</b>
Westhampton Hall  59 Keller Road	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	None	(Wet System) building is fully sprinkled.  Fire extinguishers in each Resident Life Staff member room.	None
Wood Hall  9 Richmond Way	Addressable system continuously monitored by a Central Station throughout common areas with single station smoke alarms in each student room.	Yes	(Wet System) building is fully sprinkled.  Fire extinguishers in common areas and in each student room.	None
University Forest Apartment Blocks 100, 300, 400, 500, 600, 700, 800, 1000, 1100, 1200, 1800, 1900, 2000, and 2100	Addressable system continuously monitored by a Central Station throughout common areas and residence rooms.	Yes	Fire extinguishers in common areas	None
University Forest Apartment Blocks 1300 and 1400	Multiple-station smoke alarms located at the 1 <sup>st</sup> and 2 <sup>nd</sup> floor landing and in each student room.	Yes	Fire extinguishers in common areas	None

### **Policies for Safety Education and Training**

- All first year students receive fire safety indoctrination during the orientation process.
- All Residence Life staff receives annual fire safety training.
- Fire safety videos are shown on TV during the month of September.

- Public Safety staff provides literature and information in a public venue during the month of September.
- Environmental Health makes available a fire safety program for use in the residence halls. The program includes:
  - 1. Fire Safety Policy**
    - a) Cover the policy, especially the high points and most frequent violations.
    - b) Discuss the reasons for certain portions of the policy that may not be easily understood, i.e. the reason we require Fire Shield, why we minimize posting and decorative materials.
  - 2. Fire Evacuation Procedures**
    - a) Discuss the nature of fire.
    - b) Discuss evacuation plans and how to respond to smoke or fire in an exit pathway.
  - 3. Fire Survival Procedures**
    - a) Discuss what needs to be done if escape from a room or the building is not an option.
  - 4. Fire Extinguisher Use**
    - a) Explain our policy pertaining to fire extinguisher usage.
    - b) Discuss the necessary conditions which need to be in place prior to fighting a fire, i.e. exit to users back, fire in the insipient stages...
    - c) Discuss how to operate a fire extinguisher.
    - d) Conduct live fire training.
  - 5. Q and A**
    - a) Discuss any questions that may come up.
- Residence hall room fire safety inspections are conducted and utilized to help increase awareness of, and compliance with fire safety regulations.

## **Fire Drills**

Each residence hall conducts four fire drills during a calendar year. Residence Life staff are trained prior to the beginning of each year to facilitate and critique fire drills. The goal being to ensure in the event of a fire emergency;

- People who may be in danger act in a calm manner.
- Those people who have responsibilities carry out their tasks.
- Occupants evacuate by the nearest available exit
- Evacuation of the building is achieved in a speedy and orderly manner.

An evacuation report is filled out by the residence life staff member in charge. Following the evacuation, the Head Resident will meet briefly with the student staff at a predetermined location to process the evacuation and provide the information necessary to complete the Fire Alarm Evacuation Report. This report must be completed by the Head Resident (or another staff member in case of unscheduled alarms) and submitted to the Residence Life Administrative

Assistant within 24 hours of the evacuation. All reports are sent to Safety Services and Risk Management for review.

### Plans for Improving Fire Safety

**In conjunction with the current housing redevelopment projects schedule North Court is scheduled to be fully sprinkled during a renovation scheduled to begin in the fall of 2015. The North Court common areas are already sprinkled.**

## Definitions Used Within the Annual Security Report

**Business Day-** Monday thru Friday, excluding any day when the institution is closed.

**Awareness Programs-** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Ongoing Prevention and Awareness Campaigns-** Programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the institution.

**Primary Prevention Programs-** Programs, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before, they occur through the promotion of positive and healthy behaviors that foster healthy, mutual respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

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

**Risk Reduction-** Options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Campus-** Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the

institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and any building or property within or reasonably contiguous to the area described in (1) that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Clery Geography-** For the purposes of collecting statistics on the crimes listed in the statistical report for the submission to the Department of Education and inclusion in an institution's annual security report, Clery geography includes (i) Buildings and property that are part of an institutions campus; (ii) The institutions non campus buildings and property; and (iii) Public property within or immediately adjacent to and accessible from the campus. For the purpose of maintaining the crime log, Clery geography includes in addition to the listed locations above, areas within the patrol jurisdiction of the campus police.

**Public Property** – All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institutions educational purposes. All public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

**Non Campus Building or Property-** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a campus branch) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institutions educational purposes, is used frequently by students, and is not within the same reasonably contiguous geographic area of the university.

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

**Test-** Regularly scheduled drills, exercises, and appropriate follow-thru activities, designed for assessment and evaluation of emergency plans and capabilities.