

# 2016

## Annual Security Report Calendar Year 2015

*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 2013, 2014 and 2015.*



# 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.

URPD 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 and one parking enforcement officer. 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 assigned to either 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. Additionally, 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 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 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 10 of 17 residence halls have been upgraded to include an electronic lock system and the 11<sup>th</sup> is scheduled to open in January. 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 elect not to or 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, members of the University community should 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 <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 at <http://police.richmond.edu/reports/index.html>. Although URPD attempts to make the electronic version of the log as accurate as possible at the time of posting, it is not the official police log. 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).

In the rare event that 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 URPD. 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, third party or the offender. The crime reporting party does not need 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 a 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, the 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.
- 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 Threat Presentations - “Active Threat” presentations are conducted throughout the year on campus to faculty, staff, and students. The program is designed to define an “Active Threat”, 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, Division of Student Development, Title IX Office, Athletics Department, and Human Resources offer programs to promote awareness of all forms of sexual misconduct. Programs include training, 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 provide information during and after trainings that offer 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 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 survivor behavior, supportive behavior, and resources available to students. Two upper-class students introduce and conclude the program reinforcing the University's commitment to bystander intervention and helping victims/survivors.

The Title IX Coordinators conduct targeted training for student groups, such as the University's men's and women's athletics 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 for Spiders. The trainings are trauma-informed and provide information on survivor behavior, supportive 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 assisting students, creating a supportive environment, and resources available to students.

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 and Haven, two on-line course focused on alcohol and sexual misconduct prevention and education. Once on campus, students complete a two-hour seminar (WELL 085) specific to alcohol and sexual misconduct 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.

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**

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 stalking. Additionally, [the University prohibits retaliation](#) against anyone who reports or witnesses an incident of possible sexual misconduct.

### **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, as defined below. For purposes of this Policy, the term "campus" includes any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, its educational purposes, including

residence halls and apartments and any building or property within or reasonably contiguous to the campus that is owned by the University, is frequently used by students, and supports University purposes. For purposes of this policy the term “off-campus buildings or property of the University” includes any building or property owned or controlled by a student organization officially recognized by the University and any building or property owned or controlled by the University, used in direct support of, or in relation to, the University’s educational purposes, and frequently used by students. For purposes of this policy, the term “public property” includes streets, sidewalks, or parking facilities within the campus or immediately adjacent to and accessible from campus.

The 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 their 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, [Responsible Employees](#), including all faculty, must report the incident, and all other staff and students are strongly encouraged to report 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 person who experienced the misconduct 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 and Director of Compliance, [Maura Smith](#), at (804) 289-8654. Further information about Title IX and sex discrimination in education is available from the Assistant Secretary for Civil Rights, [U.S. Department of Education, Office of Civil Rights](#), 400 Maryland Avenue, SW, Washington, DC, 20202-1100; 800-421-3481; [OCR@ed.gov](mailto:OCR@ed.gov).

## 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 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, (804) 289-8654
- [Dan Fabian](#), Associate Dean for Richmond College, Coordinator of Substance Abuse Education, and Deputy Title IX Coordinator, (804) 289-8835
- [Kerry Albright Fankhauser](#), Associate Dean for Westhampton College and Deputy Title IX Coordinator, (804) 287-6646
- [Carl Sorensen](#), Associate Vice President, Human Resources and Deputy Title IX Coordinator, (804) 289-8166

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 University Police Department Emergency Number (804) 289-8911 if you witness a possible crime or if you or someone else needs immediate assistance.

## Definitions

### What is 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 withdraws consent, 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 them 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 mental incapacitation 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 they have sexual contact with someone they know 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 they were 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.

### **What is Non-Consensual Sexual Contact?**

Any sexual contact that occurs without consent constitutes non-consensual sexual contact. Sexual contact means physical contact committed with the intent to sexually molest, arouse or gratify any person, where one person intentionally touches another's intimate parts or clothing directly covering such intimate parts. 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 their own genitalia, groin, breast, or buttocks. Non-consensual sexual contact is sexual misconduct prohibited by the University.

### **What is 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.

### **What is Sexual Exploitation?**

Taking sexual advantage of another person without effective consent constitutes sexual exploitation. This does not include non-consensual sexual contact or intercourse, which constitute separate violations of the University's sexual misconduct policy. Examples of sexual exploitation include but are 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.

### **What is 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.

### **What is Sexual Harassment?**

Sexual harassment is unwanted or offensive conduct or communication of a sexual nature directed toward another in which either:

- Submission to or rejection of such conduct is made a term or condition of an individual's employment or academic success or is used as the basis for employment or academic decisions; or
- The conduct or communication was severe and/or persistent and, as a result, created a [hostile environment](#).

The following type of conduct or behavior may constitute sexual harassment:

- Making unwelcome or offensive comments about a person's clothing, body, or personal life;
- Use of unwelcome or offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Unwelcome sexual advances or requests for sexual favors;
- Any suggestion that sexual favors, or status as being in any protected classification identified above, would affect one's job, promotion, performance evaluations, grades, working, or educational conditions;
- Insults, epithets, jokes, slurs, or offensive comments that relate to sex, sexual

- orientation, gender identity, or gender expression; or
- The placement, dissemination, or circulation of any written, graphic, virtual, or electronic material of a sexual nature.

Sexual harassment is sexual misconduct prohibited by the University.

### **What is 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.

### **What is Physical Force?**

Physically restraining a person against their will, using violence or the threat of violence, or using a weapon or threatening to use a weapon constitutes physical force. An example of physical force includes using bodyweight to hold someone in place.

### **What are Threats?**

Threats cause a person to do something that they 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."

### **What is Intimidation?**

Intimidation can be defined as an implied threat. Examples of intimidation include use of body size to block an exit, breaking or smashing items, or using looks or gestures to create fear.

### **What is 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.

### **What is 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; 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.

### **What is 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.

### **What is 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 Title IX Coordinators in addition to other campus officials. Hazing is prohibited by the University.

### **What is a Hostile Environment?**

In the context of sexual misconduct, unwanted conduct or communications of a sexual nature may create a hostile environment when the conduct is severe and/or persistent and, as a result, is likely to interfere with or limit a person's work or education and/or ability to benefit from the University's programs, such as courses, extracurricular activities, or study abroad, or affect adversely the person's living conditions on campus. The more severe the conduct at issue, the less likely that it needs to be repetitive to create 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.

### **What is 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.



### **Who is the 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.

### **Who is the 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.

### **Who is a 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;
- 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.

### **How Can I Get Help? What Resources Are Available to Me?**

#### **What Should I Do Right Away?**

If you have experienced sexual misconduct, especially misconduct involving non-consensual sexual intercourse or contact, we urge you to do the following:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash clothes or use the toilet. Put all clothing you were wearing at the time of the incident in a paper bag, not in a plastic bag.
- 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.
- Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. The Student Health Center can assist with injuries, preventative treatment for sexually transmitted diseases, and other health services.
- It is important to seek immediate and follow-up medical attention for several reasons:
  - To assess and treat any physical injuries you may have sustained.
  - To determine the risk of sexually transmitted diseases or pregnancy and take appropriate medical measures.
  - To gather evidence that may aid criminal prosecution. Physical evidence should be collected immediately—ideally within the first 24 hours. It can be collected up to 120 hours later, but the quality and quantity of evidence may be diminished.

A special hospital exam (PERK: Physical Evidence Recovery Kit) should be performed by 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. If you are concerned about anonymity or your parents being notified, hospital personnel can talk with you about your options. 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. There are many resources available to survivors that may assist with PERK exam costs, and medical personnel will give you more information. 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. The evidence will be held for two years before being discarded, and you would need to contact the storage facility for an extension beyond that point. The forensic nurses can speak with you further about your options.

### **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.
- Contact one of the University of Richmond's Title IX Coordinators. Students should contact: [Associate Dean Kerry Fankhauser](#) at (804) 287-6646, or [Associate Dean Dan Fabian](#) at (804) 289-8835. Faculty and staff should contact: [Carl Sorensen](#), Associate Vice President, Human Resources and Deputy Title IX Coordinator, (804) 289-8166. Any member of the University community can contact: [Maura Smith](#), Title IX Coordinator and Director of Compliance, (804) 289-8654. 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](#).
- 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.)
- 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 survivors and their supporters. It is sponsored by the YWCA, Safe Harbor and other area organizations. The YWCA also provides support groups for survivors 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, 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.
- 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 or the Westhampton College Dean's Office at (804) 289-8468. 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, MBA Program, (804) 289-8012. For SPCS students, contact [Ellen Walk](#), Associate Dean, School of Professional and Continuing Studies, (804) 287-8770. Please note that these individuals are required to report incidents of possible sexual misconduct to the Title IX Coordinators.

### **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 survivors 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 survivor 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 had an unwanted sexual experience 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 Survivors of All Genders?**

Yes. The [University of Richmond prohibits discrimination](#) based on gender identity and gender expression. The University uses the same process to respond to and investigate reports by survivors of any gender. No matter how someone identifies (e.g. female, gender fluid, male, questioning, trans, etc.), all survivors receive the same services and support. Emotional support,

counseling, and medical treatment are available to assist any individuals recovering from sexual misconduct.

### **Is the Process the Same for Survivors of All Sexualities?**

Yes. The [University of Richmond prohibits discrimination](#) based on sexual orientation. The University uses the same process to respond to and investigate reports by survivors of any sexuality. No matter the sexuality of the survivor (e.g. bisexual, gay, lesbian, queer, straight, etc.), all survivors 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. All CAPS Counselors are Safe Zone Allies and Title IX-trained.

Another important source of support is the University's Coordinator for Sexual Misconduct Education who can be reached at (804) 287-1217. They are 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.

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 survivors and their supporters. It is sponsored by the YWCA, Safe Harbor and other area organizations. The YWCA also provides support groups for survivors 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, 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.

### **Non-Emergency Medical Procedures**

Even if you choose not to have a hospital exam, it is still important to get medical attention. An exam, in these instances, will include treatment of any physical problems and lab tests for sexually transmitted diseases and/or pregnancy. Any non-emergency treatment can be arranged on campus by calling the [Student Health Center](#) at (804) 289-8064 and making an appointment.

## How Can I Help a Survivor?

**Tend to needs:** Medical attention, safety, and support are important needs.

**Believe them:** Being believed is the most important factor in recovery.

**No more violence:** Threatening to harm “the person who did this” will only make the survivor feel afraid.

**Provide comfort:** They need to know they are valued and important.

**Listen:** Let them get it all out before you talk. Avoid 'why' questions and suggestions, as well as any questions or statements that could be interpreted as blaming the survivor.

**Give control:** They need to regain a feeling of control in their life. Accept their decisions even if you disagree. Ask before you touch.

**Be aware of your limitations:** Be aware of your limitations. Healing can be a long process. Utilize the resources on and off campus to support yourself and the survivor.

**Encourage them to seek help from the various resources on and off campus.**

**Report:** All students and other members of the University community are encouraged to report possible sexual misconduct. [Responsible Employees](#) are required to report possible sexual misconduct to the Title IX Coordinators. All University employees designated as Campus Security Authorities are required to report possible sexual misconduct to the University Police.

## Reporting Sexual Misconduct to University Officials

The University of Richmond strongly supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to survivors and contributes to keeping the campus safe. If you believe you or someone you know has experienced 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 survivors to pursue their complaints through both the University's process for sexual misconduct and through the criminal justice system. If a survivor makes a report to the University police, the University police will notify the Title IX Coordinator of the report. If the survivor reports first to the Title IX Coordinator, the Title IX Coordinator will assist the survivor with making a report to the University police, if the survivor chooses to do so.

Unless designated as a [confidential resource](#) in this Policy, all [Responsible 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 experienced 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).

Students are strongly encouraged to report to one of the Title IX Coordinators.

### For cases involving students, contact:

- [Dan Fabian](#), Deputy Title IX Coordinator and Associate Dean for Richmond College, at (804) 289-8835, or
- [Kerry Albright Fankhauser](#), Deputy Title IX Coordinator and Associate Dean for Westhampton College, at (804) 287-6646.

### For cases involving faculty or staff, contact:

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

### Members of the University community may also contact:

- [Maura Smith](#), Title IX Coordinator and Director of Compliance, at (804) 289-8654.
- [Beth Simonds](#), Assistant Chief of Police, University Police, at (804) 289-8722.

For a summary of reporting options, follow this link:

<http://studentdevelopment.richmond.edu/student-concerns/sexual-misconduct/flowchart.pdf>.

## Which University Employees Are Required to Report Sexual Misconduct?

All University employees, except confidential resources, are encouraged to report to one of the University's Title IX Coordinators as soon as they become aware of possible sexual misconduct. Under Virginia law and University policy, each [Responsible Employee](#), other than a confidential resource, who, in the course of his or her employment by the University, obtains information regarding a possible act of sexual misconduct, including but not limited to sexual violence against:

- a. a University student; or
- b. any person on campus, in a non-campus building or property, or on public property falling within the scope of this policy must report to one of the University's Title IX Coordinators as soon as practicable after attending to the immediate needs of the person who experienced sexual misconduct. The report must contain all relevant information, including the identity of the individuals involved, if known. This reporting requirement does not apply to Responsible Employees or other University employees who are designated as a [confidential resource](#) in this policy.



All University employees are also encouraged to report potential crimes to the University Police Department. All employees designated a Campus Security Authority must report to the University Police Department.

### **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 other community member.
- Bring awareness to the community.

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, also known as the “respondent,” including their 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 or use of illicit substances, 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 a personal or family attorney for legal advice.

### **What Happens If I Report to the Title IX Coordinators?**

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. Except in very unusual circumstances, 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. Once in a while, law enforcement officials may request that the Title IX Coordinator temporarily suspend an investigation while law enforcement officials gather evidence in a criminal investigation. The Title IX Coordinator will 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 occur 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 their 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 follow this link: [http://studentdevelopment.richmond.edu/student-concerns/sexual-misconduct/policy\\_overview.html](http://studentdevelopment.richmond.edu/student-concerns/sexual-misconduct/policy_overview.html).

### **I Want to Report, but I Was Drinking at the Time of the Incident and Don't Want to Get in Trouble.**

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

## **Can I Make an Anonymous Report?**

The University encourages students who may be the survivor 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 the [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 when known.

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

### **What is the Role of the Title IX Coordinators?**

When the Title IX Coordinators receive a report of possible sexual misconduct, they 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 survivor is safe and that the campus community is protected. They will meet with the survivor 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 survivors 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.

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](#) (referred to in this policy as the "Sexual Misconduct Review Subcommittee"), 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.

### **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 their 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.

Upon receipt of a report involving possible sexual harassment, the Title IX Coordinator is not required to report to the Subcommittee and will proceed to gathering preliminary information needed to commence an investigation.

When the Title IX Coordinator meets with the *complainant*, the Coordinator provides the following information:

- 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 reporting rights, including the right to pursue or not 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;
- The complainant's right to an advisor of their choosing;
- 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:

- 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. (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;
- The respondent's right to participate or decline to participate in any investigation and/or conduct process to the extent permitted under state or federal law;
- The respondent's right to an advisor of their choosing;
- 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. (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; 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, their name or other personally identifiable information will not be included in the report to the University Police. In addition, victim names are never published in the crime log or 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 or other personally identifiable information 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 Subcommittee 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 their 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 survivor 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 they become 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 their 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.

The standard of evidence used throughout the investigative process is a preponderance of the evidence, or the greater weight of the evidence.

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 issuing 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")*

Sarah Brunet Hall

804-289-8119

Office Hours: Mon. – Fri. 8:30 a.m. to 5:00 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. 8:30 a.m. to 4:30 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 ordained personnel within the Office of the Chaplaincy:

*Office of the Chaplaincy*  
(ordained personnel only)  
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 Office of the Chaplaincy's ordained personnel 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 survivors 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 survivors of sexual misconduct. The YWCA also provides support groups for survivors 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 they choose. 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 their 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 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 their 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 they request 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 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 or designee 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 or designee'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 they 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's Sexual Misconduct Policy](#)." The University will never use mediation as a means to settle a sexual misconduct charge involving students. Possible sanctions are listed in Article VIII of the Standards of Student Conduct.

If the Conduct Officer believes that there is insufficient evidence to initiate a disciplinary charge, they 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 their 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.

**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 their 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.

### **Sexual Misconduct 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**

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

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

Sarah Brunet 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

#### [Office of the Chaplaincy](#)

(ordained personnel only)

Wilton Center

804-289-8500

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  
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 23298  
(804) 828-9000

## Education and Prevention

Members of the University of Richmond community strongly believe that educating one another about sexual misconduct and responding to survivors are critical duties 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 survivors and allies may get support.

University offices, such as the Richmond College and Westhampton College Dean's Offices, University of Richmond Police Department, Athletics Department, Recreation & Wellness, and the Center for Student Involvement 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 survivors and to foster a strong learning community at the University of Richmond.

Below is a list of University programs and student initiatives that aim to educate the campus community about sexual misconduct and its prevention:

### Get Involved!

#### Student Initiatives:

[Spiders for Spiders](#)

**... a student movement to end sexual violence in our community**

To join this rapidly growing movement, [CLICK HERE TO REGISTER](#) for 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 realistic methods of intervening before, during, and after incidents of violence occur as well as how to support friends. Participants will leave with information about campus and community resources and with concrete tools to help create a culture where violence is not tolerated and where everyone is expected to do their part to keep our community safe. 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.

#### University Programs:

[Clothesline Project](#)

## [It Ends Now](#)

[Orientation](#) Programs: "Think Again" and "It's On Us!"

## [Take Back the Night](#)

## [White Ribbon Campaign](#)

Things You Can Do to Help End Sexual Violence at UR:

- **Be an active bystander!** Bystanders, who greatly outnumber perpetrators, have the power to stop abuse and to get help for people who have experienced sexual violence. Active bystanders are people who are aware of an abusive situation and choose to speak up and say or do something without putting their own safety at risk.
- Call 911 if there is immediate danger to you or someone else.
- In intimate situations, communicate clearly about how you feel and what you want. Listen to your partner. Do not rely on body language - stop, ask, and clarify what your partner wants.
- Do not accept the myth that 'no means yes'. Submission does not equal consent.
- Limit alcohol intake. And remember that having sex with someone who is incapacitated is sexual violence, even if you have been drinking.
- Educate yourself and examine your own attitudes that may perpetuate sexism and gender-based violence.
- Challenge actions, comments or jokes that support rape and other gender-based violence.
- Speak up. Don't just look the other way. Confront friends who are being disrespectful or abusive of any person by speaking up when you think gender-based violence is possible. You could save a friend from an unwanted sexual experience - or from committing one.
- Start conversations with your friends, your partners, and your family about what violence means and how they can help stop gender-based violence.
- Be critical of the media you consume. Only support musical artists, television shows, and movies that treat people with respect and portray gender-based violence accurately. If you don't like what you see or hear, turn it off. Talk about it.
- Talk to someone you know who makes sexist, racist, homophobic, transphobic or other such remarks. Explain why you think the behavior is inappropriate.
- Invite an educator to speak to your class or student organization about sexual violence.
- If you sense trouble, ask the affected person if help is needed.
- Get involved and do your part to end sexual violence. There are many things you can do on and off campus to help, including attending events, requesting or organizing events, and volunteering your time. [Join the student-initiated Spiders for Spiders movement](#) to end sexual violence in our community.

## 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.

## **Alcohol & Drug Policy**

### **Chemical Health**

In accordance with federal legislation, known as the Drug-Free Schools and Communities Act, the University of Richmond is required to communicate the following information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol to its students and employees. Although most of the policies and programs described on these pages have been in effect for some time, federal regulations stipulate that information about them must be distributed annually.

Each member of the University community is encouraged to make “risk-aware” choices regarding the consumption of alcohol or the use of other psychoactive drugs. Members of the campus community who choose to use such drugs are expected to consider the risks of harm to self, others, and the community-at-large. To mitigate the harmful behavior associated with such drugs, the University has established policies to eliminate the use of illicit drugs and to limit the consumption of alcoholic beverages on campus.

It is our individual responsibility to understand and abide by the regulations as defined by the University, the Commonwealth of Virginia, and the federal government governing the use and distribution of alcohol and other drugs. These regulations apply to all members of the University community and its guests and visitors. Persons who infringe upon the rights of others, break the law, conduct themselves in a disorderly manner, or damage university property are accountable for their actions. Such persons are subject to University disciplinary sanctions (up to and including removal from this community) and/or criminal action. Such harmful behavior is absolutely at variance with the mission of the University. Because the University of Richmond strives to achieve a healthy living and learning environment, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the University’s property, or as a part of its activities, is prohibited.

On a less formal note, those of us involved in student development administration remain concerned about the effects of substance abuse in achieving your full potential as a University student. Though much of the following appears “legal”, it should also serve as a reminder that the abuse of drugs and alcohol is both a detriment to you as an individual and to our campus community as a whole. We hope you will take the time to read this important policy.

## **Alcohol**

Alcohol is the most widely used drug among American college students, even though it is illegal for anyone under the age of 21 to purchase, possess, or consume it. Alcohol is a factor in many campus problems. Recent national campus statistics\* show that alcohol is involved in:

- approximately two-thirds of all violent behavior
- almost 90% of “acquaintance” incidents
- almost half of all physical injuries
- about one-third of all emotional difficulties among students
- just under 30% of all academic problems.

*\*From “Alcohol—Decisions on Tap,” American College Health Association brochure.*

## **The Effects of Alcohol**

Alcohol is a depressant drug that is absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior.

The impact of alcohol varies among individuals, but even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities dangerous, such as driving or sexual relations, among others. Larger doses of alcohol cause staggering, slurred speech, and slowed reaction time. Even larger doses can cause mood swings, memory blackouts, unconsciousness, and even death.

Health risks involved with long-term heavy drinking include: liver damage, heart disease, circulatory problems, peptic ulcers, various forms of cancer and irreversible brain damage. Other risks associated with binge drinking, as well as long-term heavy drinking, include impairment problems such as being arrested for DUI, drinking and driving crashes, getting into fights, accidents, and academic problems.

## **Individual Differences and the Effect of Alcohol**

Alcohol affects everyone differently. There are several factors that cause any two people to have a different immediate response to alcohol (or cause the same person to respond differently on two different days).

Important factors in determining how alcohol might uniquely affect you include:

## **Drinking Rate**

Your body is able to metabolize an average of about 1/2 ounce of alcohol per hour. There is approximately 1/2 ounce of alcohol in one twelve-ounce beer, one four-ounce glass of wine and one ounce of 100-proof distilled spirits. Sipping your drinks will allow your body the opportunity to “burn-up” the alcohol as you drink. Also, mixing distilled spirits with carbonated beverages (i.e., soda) speeds up the absorption of the alcohol. Mixing distilled spirits with food product mixers (e.g., orange juice, tomato juice) slows alcohol absorption.

### **Food and Alcohol**

Drinking alcohol on a full stomach will slow absorption. Foods high in protein, such as cheese and meat, are the most effective in slowing absorption.

### **Body Composition and Alcohol**

Lean mass, or muscle, contains more water than fat, and thus aids the dilution of alcohol in the body. Generally speaking, women will be affected more severely than men by the same amount of alcohol because usually their bodies are smaller and have less muscle.

### **Mood/Tiredness/Environment and Alcohol**

These three factors all have an impact on how alcohol will affect you. If you are “H.A.L.T.” (hungry, angry, lonely, or tired), alcohol will affect you more than usual. Also, the environment in which you are drinking will have an effect. For instance, you are likely to be influenced to drink more and more rapidly in a loud, crowded “party” atmosphere rather than in a quiet, calm, relaxing environment.

### **Other Drugs and Alcohol**

It is never a good idea to mix alcohol with any other drug, whether it’s an illegal drug, a prescription, or an over-the-counter drug. Some drugs interact with the alcohol to accelerate and perpetuate the effects of either or both drugs, occasionally to toxic levels. The combination of alcohol and barbiturates is particularly dangerous due to their interaction causing an extreme depression in the functioning of the central nervous system and other organs.

### **Signs of Addiction**

There are two types of alcohol problems:

1. Impairment problems (such as an arrest for DUI, car accident, etc.)
2. Health problems (such as liver cirrhosis or alcoholism)

Both types of problems can result in very serious outcomes. Many people experience severe impairment problems well before actual health problems begin to show up. Usually, both types of problems gradually become more serious as addiction worsens. Addiction itself is a gradual but progressive process. The signs of addiction to alcohol (or any other drug) include:

- Preoccupation with the drug and the securing of its supply
- Loss of control (it controls you rather than you controlling it)
- Continued use in spite of negative consequences
- Relapse (repetition of quitting and reusing)

Other warning signs of alcohol problems include blackouts or memory loss while intoxicated, academic problems, relationship problems, increased tolerance (drinking much more than before to obtain the same effects), and denial of having an alcohol problem.

### **Chemical Health Guidelines**

1. The use of alcohol is a personal choice.

2. Alcohol use is not essential for enjoying social events.
3. There are times when it is important for everyone to abstain from alcohol or other drug use. Examples include: when recovering from chemical dependency; when the alcohol or other drug use is illegal; when pregnant or nursing; when operating equipment — motor vehicles, motorcycles, boats, tools, firearms; when swimming, skiing, climbing or doing other physical activity; when at work or studying; when performing in athletics or fine arts; when taking certain medications.
4. Drinking that leads to impairment or intoxication is unhealthy, risky, and should be avoided and discouraged.
5. Illegal drug use has specific health, legal, and ethical risks and should be avoided and discouraged.
6. Tobacco use has significant risk and should be avoided and discouraged.
7. Medications should be used only as prescribed or according to directions.
8. The level of impairment reached after consuming alcohol is influenced by many factors. In addition to the number of drinks (defined as 12 oz. of beer, 4 oz. of wine, or 1 oz. of distilled spirits), body size, gender, age, other drugs, fatigue, illness, altitude and the presence or lack of stomach contents all present implications for impairment.
9. There are ways to minimize health and safety risks when serving alcohol. Examples include: moving focus from alcohol to friendship and conversation; offering alcohol-free drinks that are easily available; providing food; creating an environment that allows guests to feel comfortable making a personal choice about alcohol use or nonuse; assuming responsibility for helping guests who may have had too much to drink.
10. Avoid situations where someone else's alcohol, tobacco, or other drug use may put you at risk.

*\*From Health Promotion Resources*

### **RISK** (Reducing Impairment through Supplementing Knowledge)

Participants will attend three (3), 90-minute group sessions facilitated by a community substance abuse counselor. This course focuses on helping students understand the risks and consequences of use. The facilitator will assess student choices; explain the continuum from use, to abuse to dependence and who is at risk. Students learn about self-care, responsibility and the importance of balance in their college environment.

### **Zero-One-Three (0-1-3) Guideline**

Zero (0)- For some guests, it may be most appropriate that no alcohol is consumed, especially if they are:

- On medication or under a physician's care
- Under stress or are exhausted
- Pregnant or nursing
- Under the age of 21, or if their personal values would be compromised
- In recovery from alcoholism or have an alcoholic member of their immediate family

- Planning to operate a motor vehicle
- Preparing for a paper or exam.

If none of the above describes your guests, the following should be used as a guide:

One (1)- For guests consuming alcohol, no more than one drink (one drink being equivalent to a 12 oz. beer, 4 oz. of wine, or 1 oz. of distilled alcohol) should be consumed per hour.

Three (3)- For guests consuming alcohol, no more than three alcoholic drinks should be consumed per day and never daily (according to the Michigan Highway Safety Department).

The use of alcohol presents risks which are different for each individual. For more information regarding low-risk choices, please contact Dan Fabian (x8835).

## **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 the areas listed below. 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.

Business School Atrium\*  
Carol Weinstein International Center Deanery \*  
Fraternity Lodges  
Heilman Dining Center  
Garden of the Five Lions (after 5 p.m.)  
Gateway Village – Community room & patio  
Intramural Field  
Jepson Alumni Center  
Jepson Faculty Lounge  
Jepson Hall:  
Heilig-Meyers Lounge\*  
Keller Hall Reception Room \*  
Law School:  
    • First Floor Study\*  
    • Downunder\*  
    • Atrium\*  
    • Patio  
Lora Robins Gallery\*  
Millhiser Green  
Modlin Center (both lobby & courtyard)  
Parking lots: B5 & B3  
Queally Welcome Center  
Queally Center Garden Terrace  
Richmond Room  
Robins Center Hall of Fame Room\*  
Robins Stadium  
    • President Box and Endzone Tents  
Science Atrium (after 5 p.m.)  
Special Programs Building – second floor  
Tyler Haynes Commons:  
    • Alice Haynes Room The Cellar  
    • Rooms 310, 305 and 321  
UR Downtown  
University Club  
Weinstein Brown Alley Room  
Weinstein Center for Recreation  
Westhampton Center Living Room  
Whitehurst Living Room

\* - *Indicates limited availability*

NOTE: All event and location reservations will be reviewed to insure that the facility, as well as type of food and beverage being served, is appropriate. In case of outdoor location, the area must be clearly defined by an existing barrier or by an approved temporary barrier.

## **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.

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

Alcohol consumption at organizational/departamental/ approved guest/group events

1. Acknowledgment of Responsibility: Prior to registering any organizational/departmental event on campus where alcoholic beverages are to be present and/or

- served, a responsible member of the hosting organization/department must be knowledgeable about the University of Richmond Alcohol Policy and Virginia ABC laws, and is therefore held responsible for compliance with the above named policy. Approved campus guests/groups are also responsible for compliance with University of Richmond Alcohol Policies and Virginia ABC laws and regulations.
2. Event Responsibility and Supervision: Organizations/departments must designate a host to supervise each sponsored event. The host shall take reasonable steps to enforce and comply with local, state, and federal laws and UR regulations governing the use of alcohol.
  3. The host may be required to use an approved method of legal age verification for all guests at the request of Dining Services or Student Development. All alcohol events of 100 guests or more may be required to utilize tickets, wrist bands or hand stamps to provide a method to comply with Virginia ABC guidelines as noted above.
  4. Who May Attend: Attendance at organizational/departmental events at which alcoholic beverages are present, shall be open only to members of the UR community and their personally invited guests. The sponsoring organization/department and the attendees may be held responsible financially for damages or other problems created by their guests.
  5. Private, Closed, Open Events — Definition:
    - a. Private—Members only.
    - b. Closed—Members and personally invited guests/groups.
    - c. Open—Open to University community and invited guests/groups.
  6. Access Control: The sponsoring organization/department is responsible for monitoring the entrance to and exit from the event. Police personnel may be required at the direction of the Vice President for Student Development, the Chief of Police, the Director of Dining Services or their representatives.
  7. Alcohol Amount: Sponsoring organizations/departments in planning the amount of alcohol available will take into consideration the number of legal-aged individuals attending the event.
  8. Serving Times: The maximum serving time for any alcoholic beverage is five hours during scheduled serving times for the given date. Service of alcoholic beverages must end 30 minutes prior to the scheduled conclusion of the event, unless the service of alcohol is two hours or less (i.e., receptions). For events more than two hours in length, where a meal is not served, alcohol service must end 30 minutes prior to the scheduled conclusion of the event. Food is required at all alcohol events as noted in number 15 below.
  9. Number of hours for Open, Closed, and Private Functions: An organization/department/ approved guests/groups may sponsor events that total no more than five hours per day where alcoholic beverages are present, served, or consumed. If an event exceeds two hours, and a meal does not follow, no alcohol can be served during the last 30 minutes of the event schedule. Permissions must be granted for additional time or events.

10. Alcoholic Beverages Permitted at Open Events: At open campus events where individuals are in attendance who are under the legal age for possession and consumption, the only alcoholic beverages that may be present or served to individuals of legal drinking age are beer and wine. Distilled spirits will be limited to events at which those attending are 21 years of age or older (special permission for an exception may be requested through the Student Development Office).
11. Scheduling for Events: Student sponsored events where alcohol will be present, served, or consumed, normally will not be scheduled from 2:00 a.m. Sunday through 4:00 p.m. on Friday. Events will not be scheduled the day immediately prior to, or on reading days or exam days without special permission. Events with alcohol that are held on Friday and Saturday evenings must be concluded by 2:00 a.m. Requests for an event by groups wishing to use the Cellar will be reviewed on an individual basis.
12. “Bring Your Own Beer” (BYOB) events are not permitted except for at designated locations. These facilities include the University fraternity lodges. All questions regarding this policy should be addressed to the Director of the Center for Student Involvement, the Director of Dining Services or their representatives, or the Coordinator of Substance Abuse Education.
13. All alcoholic beverages to be consumed at University approved events must be supplied by University Dining Services or in conjunction with a University approved caterer. Virginia ABC laws prohibit the use of donated alcohol. Sponsoring organizations, departments, guests, or groups hosting an event with alcohol that is not provided by University Dining Services may be required to obtain an ABC temporary license to serve alcohol.
14. Non-alcoholic Beverages at Events: To ensure that one or more types of non-alcoholic beverages (other than water) are provided in sufficient quantity for the duration of the event/gathering if alcoholic beverages are to be present. Non-alcoholic beverages must be as visible and accessible as the alcoholic beverages which are being served. As of August 1, 2001, the University of Richmond has an exclusive beverage contract in place for carbonated beverages, juices and water. Please contact University of Richmond Dining Services regarding your beverage options.
15. Food at Events: If alcoholic beverages are to be present at an event, food is required in sufficient quantity for the duration of the event. Food items should be substantial (i.e., pizza, cheese, meats, bagels, etc.) and not just heavily salted items such as chips, nuts and pretzels. Food items are to be as visible and accessible as are the alcoholic beverages being served.

## **Advertising**

1. The advertisement for any event may not promote or mention the consumption or the availability of alcoholic beverages at that event. Publicity or advertising for approved events shall use the words, “Age ID Required.” No other references to alcoholic beverages are permitted (e.g., words or terms such as “golden beverage”,

cocktails, “happy hour” or pictorial characterizations).

2. The University of Richmond’s name, logo, or symbols may not be used in conjunction with any brand name, logo, or other facsimiles representing a registered trademark of the beverage alcohol industry (e.g., T-shirts or posters with “Richmond, King of Schools” with Budweiser logo, or “Absolut Richmond” with Absolut Vodka logo).

### **Event Coordination**

1. Police: To maintain order for each event, an assessment of the security needs will be undertaken. This will be done by the Events Office. The University Police will decide the number of personnel, and the sponsoring organization/department or guest group will be responsible for payment of services.
2. Excessive Attendance: Public safety will take priority over all other considerations in the decision to stop or limit admission to an event. The final responsibility for this decision rests with the University Police Supervisor on duty at the event. If the event is determined to be out of control, the University Police, in consultation with the event chairperson and/or appropriate Student Development personnel, will take direct action concerning the termination of further consumption of alcoholic beverages, or the termination of the event itself.
3. Termination: Any University Police Officer has the authority to order the event terminated for the remainder of the time designated for that event if in his/her judgment, violations of the laws of the Commonwealth of Virginia or the University of Richmond Alcohol Policy are occurring. In addition, University Dining Services is responsible for maintaining compliance with all ABC laws and regulations. Failure of the host group and/or their guests to adhere to these requirements may result in the termination of all alcohol service.
4. Clean-up: University Facilities or University Dining Services will charge the sponsoring organization for clean-up if the facilities or surrounding areas are left in a state of disorder. The University will make decisions about what constitutes a state of disorder.

### **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, Gateway Village, Atlantic and Pacific House approved locations.

## **ID Policy and Process**

Individuals who are of legal age and who possess and/or consume alcohol must be clearly identified by a wristband, hand stamp, or other type of highly visible identification approved by the Coordinator of Substance Abuse Education or Dining Services. If all individuals are 21 years of age or older, then a visible means of age identification may not be required.

It is the responsibility of the ABC licensed provider or the sponsoring department/organization/approved guest/group to check a valid personal identification that verifies the age of the individuals entering an event. At ABC- licensed events, UR students must present their valid driver's license and, in addition, a University ID card may be required. Non-University individuals must present proof of age identification, such as a valid photo driver's license. The University may require that the sponsoring group hire an individual to supervise or perform the identification process.

## **Beverage Service Procedures**

Alcoholic beverages must not be self-served. There must be a beverage server(s) throughout the event responsible for the dispensing of alcoholic and non-alcoholic beverages to those in attendance. Unlimited service of alcoholic beverages is not permitted.

### Beverage servers

Dispensing of alcoholic beverages by the beverage servers will be according to the following procedures:

1. Alcohol may not be dispensed to any individual who does not present proper age ID (e.g., wristband, stamp) for possession and consumption of alcohol.
2. Individuals may not be served more than one alcoholic beverage at a time at the Cellar or at student focused events.
3. Large containers (e.g., pitchers, buckets, jugs, etc.) will not be allowed or filled.
4. Beer served from a common container must be dispensed in no greater than 14 oz. increments. Cups used in serving beer must not exceed a total volume of 16 oz.

### Beverage managers

1. The University may require that trained (e.g., TIPS) beverage or bar managers be hired for events. Beverage managers will be responsible for the supervision of individuals serving beverages. They also will be responsible for seeing that beverage servers are in compliance with all laws and University policies.
2. The beverage manager as well as University Police or representatives of the Student Development Staff have the right to remove beverage servers from their duties, or remove from the event individuals who are violating alcohol regulations or procedures.

### Beverage distribution for open events

1. Dispensing of alcoholic beverages must be restricted to the boundaries of the facility or approved location. Example: Alice Haynes Room proper but not the hallway.

2. The University prohibits the distribution of unlimited quantities of free alcoholic beverages at events that last more than 2 hours. Use of tickets may be required at your event.
3. If alcoholic beverages are to be sold, the organization/department/approved guests/groups will control its distribution by selling tickets to be used in exchange for alcoholic beverages. Appropriate food and beverage taxes must be paid. Alcoholic beverages will be sold on a cost per beverage basis. No credit or “tabs” may be run.
4. If organizations/departments are to have individuals of non-legal age present at any event, University regulations and ABC regulations may require the organization/department to adhere to the following procedures:
  - a. An area within the approved facility must be designated an alcoholic beverage service and consumption area. This area must have some type of physical barrier at which all access and egress is controlled. This may include a partition, a roped area, a separate room, etc. Only individuals of legal age may enter this area.
  - b. Alcoholic beverages may be consumed by individuals in the controlled area only. No alcoholic beverages may leave this area. Appropriate signage should be in place.

#### Regulations for Men’s and Women’s Social Greek Fraternities

In addition to University regulations, organizations must comply with federal and state laws, as well as national guidelines for their individual councils and organizations. Each Greek organization may be held accountable to one or more of the resources listed below, as well as internal policies from their national organizations.

- a. Fraternal Information and Programming Group (FIPG)
- b. Virginia State Laws/Code of Virginia

#### Education:

The Assistant Director for the Center for Student Involvement: Greek Life conducts Risk Management Education each semester for all Greek members serving their chapter in the capacity of Risk Managers or Risk Team Members. Additionally, all new members of Greek organizations must attend the Risk Management training during their semester of initiation. Organizations are expected to host internal trainings for their membership each semester to provide chapter specific information and ensure that all members are aware of policies and procedures. A **copy of the policy** is available on the Center for Student Involvement’s website and all members and alumni/alumnae advisors of Greek organizations are expected to review the policy regularly as they are subject to change.

#### Event Registration:

All Greek life events must be registered through OrgSync. The Social Event Registration Form will be submitted electronically and the Assistant Director for the Center for Student Involvement: Greek Life (or designee) will review the information and approve the event. Each of the event type has a specific registration deadline that takes into account the event staffing needs. Depending on the location of the event, it may be necessary to schedule the event through the UR Events’ office using the University’s Event Management System (EMS).

**Event Regulations:**

The University of Richmond seeks to ensure the safety and wellbeing of individuals attending Greek events. The following planning guides will regulate any university recognized Greek event.

**General:**

*Police.* The University of Richmond Police Department shall to provide appropriate staffing to Greek events that will be able to appropriately manage guests and address emergencies or critical incidents. There are several factors that are considered by the University Police Department to determine the number of officers required. These factors are outlined in the Police Staffing Worksheet for reference.

Events may be staffed by RMC personnel at the discretion of the University Police Department in consultation with the Assistant Director for the Center for Student Involvement: Greek Life. Factors for consideration of this option will be discussed with the organization during their Pre-Event Risk Meeting.

University Police Officers shall engage and work collaboratively with Greek organization leadership to ensure a safe and positive environment for the community. Police Officers have the legal authority to enforce the laws of the Commonwealth, policies of this document and University policies. Due to the nature of the assignment University Police Officers shall walk and or bike the lodge area and minimize time spent in Patrol vehicles. Police Officers working Greek events are primarily responsible for ensuring public safety. Additionally, Police Officers may address violations of University Regulations, but those will primarily be referred to the appropriate Dean's office (Richmond and/or Westhampton College) or Center for Student Involvement for adjudication. At the end of an event, Police Officers shall remain in the event area until the premises are clear. The Risk Team is responsible for ensuring the premises of the event are vacated. The Police Officer(s) will ensure the grounds/parking lots are cleared of organization members and guests.

Police officers may access any event space (including the lodges) at any time during an event.

*Risk Teams.* Risk Teams are required for all University recognized Greek events. The number of Risk Team members will be determined by the number of attendees expected at the event, in accordance with each chapter's national risk management protocols. Risk Team members are responsible for ensuring the requirements discussed in the Greek Life Event Regulations are followed by the members and guests of the Greek organizations. All members of the Risk Team will meet with the Police Officer(s) prior to and after each event. The purpose of these meetings is to address/document any issues and ensures all members of the Risk Team are present at the start and end of the event. Risk Team Members, with the exception of the Designated Drivers, must be present 15 minutes prior to the scheduled start time of the event.

The Head Risk Team Manager will ensure the risk team members know and fulfill their responsibilities. This individual, along with the organization's President, if present, are the points of



contact for the Police Officer(s) working the event and will represent the organization regarding issues and questions related to the event.

*Noise.* The City of Richmond and County of Henrico have ordinances that regulate the amount of noise permitted at all times of the day.

In Henrico County (Article III. Secs.10—58—10-66), a gathering of people cannot produce noise that is plainly audible 100 or more feet from the gathering between 11PM and 7AM. Music, during those same hours, should not be heard 50 or more feet from the sound-producing device.

In the City of Richmond (Ordinance 14-11) between 10PM and 7AM noise should not exceed 50dBA. 50dBA is equivalent to a dishwasher in the next room.

If a noise complaint is received, the Police Officer working the event will have a patrol officer check the area of the complaint. If the complaint is validated, the Head Risk Team Manager will be notified. Additional noise complaints that are proven valid may result in the event being terminated immediately at the discretion of the Police Officer working the event.

*Event Times.* Greek events will not be longer than 4 hours without prior approval from the Assistant Director for the Center for Student Involvement: Greek Life and University Police. Alcohol service, if any, must stop 30 minutes prior to the end of the event. The music must be turned off and lights must come on 15 minutes prior to the end of the event. At the scheduled end time of the party, all organization members and guests must be off the premises. No party can have a scheduled end time after 2AM.

*Transportation.* Greek organizations are responsible to provide transportation to recognized off-campus events. The type and quantity of transportation options are dictated by the risk management regulations of each of the national organizations.

*Pre-Event Meeting and Inspection.* The Police Officer(s) will meet the Head Risk Team Manager 30 minutes prior to the scheduled start time of the event. The pair (and others if present) will walk through the facility to ensure there are no safety concerns and that the amount of alcohol present is within the limits established by policy if alcohol is being served (outlined below). The Police Officer will attend the organization's pre-event meeting, which occurs 15 minutes prior to the scheduled event start time. The Risk Team will have those 15 minutes to remedy any issues identified during the pre-event inspection. If issues cannot be remedied in the allotted time organizations will be sanctioned accordingly.

*Guest Lists.* Guest lists must be maintained at all Greek organization functions. The guest lists must be open to inspection by University administration or Police at any time during the event. Guest lists will be maintained electronically through OrgSync. With prior approval from the Assistant Director for the Center for Student Involvement: Greek Life, a paper copy can be used and will be maintained by the organization and submitted to the Assistant Director for the Center for Student Involvement: Greek Life by 10AM the next business day.

Guest lists must be maintained by the Assistant Director for the Center for Student Involvement: Greek Life for two academic years and made available, upon request, to

University Police for criminal investigations.

*Alcohol and Drugs.* Kegs are prohibited during Greek events. The possession, sale, or use of illegal drugs or controlled substances while on chapter premises or at a Greek event is strictly prohibited. Liquor and glass bottles (for any type of alcohol) are not permitted on the lodge premises at any time.

All recruitment/rush/intake activities associated with any chapter will be non-alcoholic. No recruitment/rush/intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

No alcohol shall be present at any pledge/associate member/ new member/ novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with the “bid night,” “big brother – little brother” events or activities, / “big sister – little sister” events or activities, “family” events or activities and initiation.

### **Lodge Events**

Events on New Fraternity Row and Old Fraternity Row present a unique scenario for IFC, the Center for Student Involvement, the University Department of Public Safety and other administrators to work together in order to provide a safe event for Fraternity members and guests. Due to the proximity of lodges to one another, and the regularity of events in the lodges, specific guidelines have been created to guide event organizers.

*Event Registration:* All events must be registered in OrgSync no later than the Wednesday of the week prior to the event. Each organization is allowed 1 late registration per semester.

*Alcohol.* IFC events in the lodges can have alcohol. Each lodge can pre-load no more than the pre-determined amount of cases into the lodge for each event. The number of cases allowed in each facility is based on BYOB principles of no more than 1 drink per hour per person of age during an event. The case limit will be provided to the organization during the event registration process. No additional beer shall enter the premises prior to or during the scheduled event time. At the conclusion of the event, any remaining alcohol should be secured and stay in the lodge for at least 8 hours following the scheduled end time of the party.

*Pre-event Inspection.* During the pre-event inspection, Police Officers shall be given access to any area of the lodge and surrounding grounds with the exception of the organization’s ritual room. If the organization does not want to allow the Police Officer to view the ritual room, the Police Officer will provide a lock for the door, which will be removed at the end of the event.

*Parking Lot Safety.* Each lodge will be given 4 designated driver passes. Those are the only vehicles that are allowed to park in New or Old Fraternity Row during an event. All other organization members and guests must park and drop-off in other locations.

### **Off-Campus Socials**

Greek organizations holding off-campus socials will follow the applicable regulations discussed in this policy; however, since events will be hosted by a third party vendor, the coordination

of the actual event will be managed through collaboration between the third party vendor and the Greek organization. While off-campus establishments are accountable for the conduct of the organization, members, and guests, any incidents that bring disrepute to the organization or University may result in University sanctions and/or criminal charges.

*Event Registration:* All events must be registered in OrgSync no later than the Wednesday of the week prior to the event. Each organization is allowed 1 late registration per semester.

If a recognized University of Richmond Greek organization enters into a written agreement to host an event at an off campus location, the date, time, and location of this event must be provided to the University Police Department as a part of the event registration process in compliance with the Clery Act.

*Transportation.* Organizations providing transportation to off-campus events will:

- Make sure that the transportation company is only picking up and dropping off at approved on-campus locations.
- Have Risk Team members working the busses to ensure that the guest list is being followed and that guests that are too intoxicated are not being allowed to go to the event
- Ensure that Risk Team members will check-in with Patrol Officers when they are present
- Have Risk Team Members communicate any issues to the Assistant Director for the Center for Student Involvement: Greek Life

## **Philanthropy Events**

The intent of all philanthropic events is to raise funds and awareness about a specific cause or organization. Due to the large scale nature of these events, combined with other risk factors inclusive of outside guests, physical activity levels, collection of money and space limitations, these events have additional guidelines attached to them, in addition to following general event protocol as outlined above.

*Registration:* All philanthropy events must be registered through OrgSync at least 1 month prior to the event. Depending on the location of the event, it may be necessary to schedule the event through the UR Event's Office using the University's Event Management System (EMS). Once the Assistant Director for the Center for Student Involvement: Greek Life has approved the event, groups must schedule a pre-event meeting with the police and the Assistant Director for the Center for Student Involvement: Greek Life to assist with ensuring proper procedures are followed and safety of the attendees is considered.

*Tickets and Guest Lists:* Please note that all philanthropy events, including ticketed events must run a guest list through OrgSync. Additionally, wristbands cannot be given out in advance as a ticket. All wrist-banding of guests must be done at the door of the event.

## **On-campus Events**

On-campus events follow the general event protocols unless noted below.

*Registration:* All events should be registered in OrgSync no later than 2 weeks prior to the event. Depending on the location of the event, it may be necessary to schedule the event through the UR event's office using the University's Event Management System (EMS). Once the Assistant Director for the Center for Student Involvement: Greek Life has approved the event, groups must schedule a pre-event meeting with the police and the Assistant Director for the Center for Student Involvement: Greek Life to assist with ensuring proper procedures are followed and safety of the attendees is considered.

*Tickets and Guest Lists:* Please note that all on-campus events, including ticketed events must run a guest list through OrgSync. Additionally, wristbands cannot be given out in advance as a ticket. All wrist banding of guests must be done at the door of the event.

## **Notifications**

At the conclusion of a Greek event that has been monitored by the Police Department, Police Officer(s) will complete and submit a Post Greek Event Report. This document will be sent to the Assistant Director for the Center for Student Involvement: Greek Life, Richmond College Dean's Office, Westhampton College Dean's Office and University Police.

Additionally, the Head Risk Manager will submit a **Post Greek Event Report**. This document will go to the Assistant Director for the Center for Student Involvement: Greek Life.

The Assistant Director for the Center for Student Involvement: Greek Life will address any concerns identified in these documents and coordinate with the appropriate Dean's Office (Richmond College and/or Westhampton College) as necessary. The documents will be retained for reference during the annual review of this document.

## **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

Minimum of one of the three sanctions must be issued:

- e. Suspension
- f. Separation
- g. Other sanction deemed appropriate

### **Procedures and Regulations for Implementation of Alcohol Policy for University Housing**

Regulations concerning consumption of alcoholic beverages by individuals in residence halls, Atlantic and Pacific Houses and University Forest Apartments

1. No individual under the age of 21 may possess or consume alcohol.
2. Individuals may consume alcoholic beverages within their residence hall room, Atlantic and Pacific Houses or apartment as an individual action (as distinguished from an organized gathering which is described below) if the individuals are 21 years of age or older.
3. Commonwealth of Virginia prohibits the consumption of alcoholic beverages in unlicensed public areas. In accordance with this law, the University prohibits the transportation and/or consumption of alcoholic beverages in open primary or secondary containers. Therefore, the use of alcohol is restricted to residence hall rooms or apartments. Other areas including lobbies, lounges, laundry rooms, bathrooms, patios, grounds, and parking lots are considered public areas.
4. The only events at which alcohol may be served are private and registered properly.
5. Residence life programming money may not be used to sponsor an event at which alcohol is being served.
6. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
7. No individual, regardless of age, may possess or consume alcohol within any designated substance free area.

### **Enforcement of Regulations Concerning Individual Consumption of Alcoholic Beverages by Individuals in University Housing**

1. Private Area: If any dean's office representative, any Student Development personnel, and/or University Police Officer observes a student consuming or possessing an alcoholic beverage within the confines of a residence hall room, Atlantic and Pacific Houses or apartment (as distinguished from a gathering/event with alcohol setting which is detailed below), he or she may ask the resident for his/her UR ID card and/or driver's license to check the student's age.

2. **Public Area:** If any dean's office representative, any Student Development personnel, and/or University Police Officer observes a student consuming or possessing an alcoholic beverage in a public area (i.e., area other than a residence hall room or within an apartment or Atlantic and Pacific Houses), he or she will ask the resident for his/her UR ID card and/or driver's license to verify the student's correct name. The alcoholic beverage will be confiscated from the individual in case of a violation, such as underage possession or open containers, etc. The name and a description of the incident will be recorded on the appropriate "incident report" form and forwarded to the appropriate dean's office for action.

### **Private Events with Alcohol in Residence Hall Rooms and Atlantic and Pacific House Rooms**

1. **Definition for Residence Hall Event with Alcohol:** All events/gatherings in the residence halls at which 8 or more students are present and alcoholic beverages are to be consumed must be private events not open to the general University community. While individuals under the age of 21 may attend events with alcohol, they may not consume alcoholic beverages. All events must be registered with the appropriate dean's office. There must be no admission charge, donation required, charge for food or beverage, etc., at any such event.
2. **Registration:** Gatherings of 8 or more students in a residence hall room where alcohol is to be consumed or possessed must be registered by Friday at 12:00 noon with the Westhampton College or Richmond College Dean's Offices. All room events must be kept to 15 (12 persons or less in Atlantic and Pacific Houses) persons or less, regardless of the size of the particular room. No more than two events may occur at any one time in a particular student staff member's area of responsibility. No permission will be granted to any two adjacent rooms at any one time. (Adjacent refers to any two rooms next door to each other or rooms directly across the hall from one another. "Suites" will be considered one room and will be treated as such.) At least 50% of the occupants of a given room within a residence hall must be 21 years of age in order to register an event with alcohol.
3. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
4. **Approved Locations:** The consumption of alcoholic beverages is restricted to each residence hall room. The hallways, floor lounges, or any other public areas in the residence halls may not be used as an entertainment area.
5. **Dates and Times:** Event permits will be granted for Fridays (4:00 p.m. - 2:00 a.m.) and Saturdays (4:00 p.m. - 2:00 a.m.) unless otherwise designated by the dean's office. An event with alcohol may not last more than four hours.
6. **Amplifying Equipment\*:** All stereos and other amplifying equipment must remain within the residence hall room, and may not be placed in public areas of the residence halls.

## **Private events with alcohol in University Forest Apartments and Atlantic and Pacific Houses**

1. Definition for University Forest Apartment/Atlantic and Pacific Houses Event: All events/gatherings in the University Forest Apartments at which 15 or more individuals are present and where alcoholic beverages are to be consumed must be private events not open to the general University community. While individuals under the age of 21 may attend events with alcohol, they may not consume alcoholic beverages. Registration for alcoholic beverage events must be made through OrgSync as indicated below. There must be no admission charge, donation required, charge for food or beverage, etc., at any such event.
2. Registration for a UFA unit: Gatherings of more than 15 individuals of legal age at which alcoholic beverages are to be consumed must be registered by Friday at 12:00 noon with the appropriate Area Coordinator. All apartment/Atlantic and Pacific Houses events must be kept to 50 people or less. No more than two apartments per building (block) will be permitted to have events without at least an eight-hour time lapse between the ending of one event and the beginning of another. Event permits will only be granted for Friday and Saturday. No individual unit may sponsor more than one event with alcohol each weekend. At least two residents of a UFA unit must be 21 years of age or older to register an event with alcohol.
3. Registration for the Atlantic and Pacific Houses: Fifty percent of the residents of the house must be 21 years of age to register a common area event. Two-thirds of the house must approve the event. No room events will be permitted for registration during a common area event. Residents may not consume alcohol in common areas of the house without registering for an event. Four hosts in the house must complete the event with alcohol registration form and at least two residents must be 21 years of age. Only one house will be permitted to have an event with at least an eight-hour time lapse between the ending of one event and the beginning of another.
4. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
5. Approved Locations: The consumption of alcoholic beverages is restricted to the interior of each building. The patio may not be used as an entertainment area. Participants at such events may not use the public front yard or rear yard, or parking lot areas.
6. Dates and Times: Event with alcohol permits will be granted during the periods, Fridays (4:00 p.m. - 2:00 a.m.) and Saturdays (4:00 p.m. - 2:00 a.m.) unless otherwise designated by the dean's office. An event with alcohol may not last more than four hours.
7. Amplifying Equipment\*: All stereos and other amplifying equipment must remain within the apartment and may not be placed in open windows, doors, or on the patio. Bands are not allowed in residential areas.



## **Private events with alcohol in the Gateway Village**

1. Definition for Gateway Village Event: All events/gatherings in Gateway Village at which twelve (12) or more individuals are present and where alcoholic beverages are to be consumed must be private events not open to the general University community. While individuals under the age of 21 may attend events with alcohol, they may not consume alcoholic beverages. Registration for alcoholic beverage events must be made through OrgSync as indicated below. There must be no admission charge, donation required, charge for food or beverage, etc., at any such event.
2. Registration for a Gateway Village unit: Any gathering of Twelve (12) people in Gateway Village, where alcohol is to be consumed must be registered as a private event. Event registration forms must be completed and submitted before noon on the Thursday prior to the event. All events must be kept to 25 people or less. No more than 3 apartments per building will be permitted to have events without at least an eight-hour time lapse between the ending of one event and the beginning of another. Event permits will only be granted for Friday and Saturday. No individual unit may sponsor more than one event with alcohol each weekend. At least two residents of unit must be 21 years of age or older to register an event with alcohol.
3. The possession or use of common containers of alcohol including, but not limited to, kegs, 1/4 kegs, party balls is prohibited in all residential areas.
4. Approved Locations: The consumption of alcoholic beverages is restricted to the interior of each apartment unit. Alcoholic beverages are prohibited in all common areas (balconies, stairwells, and vestibules, etc.)
5. Amplifying Equipment\*: All stereos and other amplifying equipment must remain within the apartment and may not be placed in open windows, doors, or on the patio. Bands are not allowed in residential areas.
6. Dates and Times: Event permits with alcohol will be granted during the periods Fridays (4:00 p.m. - 2:00 a.m.) and Saturdays (4:00 p.m. -2:00 a.m.) unless otherwise granted by the Dean's office. An event may not last more than four hours.

## **Game Day Registration Policy**

### **University Forest Apartments**

- Any gathering of fifteen (15) or more people where alcohol is to be consumed must be registered as a private event. Registration for alcoholic beverage events must be made through OrgSync as indicated below.
- No apartment may sponsor events with alcohol more than once per weekend.
- No more than 50 people may be present at any event at any one time.
- At least 50% of the residents of the apartment must be 21 years of age or older to register an event with alcohol.
- Event registration before a home football game may not begin prior to four (4) hours before the official start of the game.
- All registered events before a home football game must end 30 minutes prior to the scheduled kick-off/start time.

- Only two (2) apartments per block are permitted to register for the allotted period of registration time before a home football game.
- If an apartment registers for an event before the start of a home football game, this apartment will not be permitted to register for any amount of time after the game. In essence, this period of registration will serve as the apartment's one permitted registered event per weekend as the current policy reads.
- Post-game registration/registered events cannot resume until 8 p.m. on the night of a home football game.

### **Richmond and Westhampton College Residence Halls**

- Any gathering of eight (8) or more people where alcohol is to be consumed must be registered as a private event. Registration for alcoholic beverage events must be made through OrgSync as indicated below.
- No unit may sponsor events with alcohol more than once per weekend.
- No more than 15 people may be present at an event at any one time.
- At least 50% of the residents of the room must be 21 years of age or older to register an event with alcohol.
- Event registration before a home football game may not begin prior to four (4) hours before the official start of the game.
- All registered events before a home football game must end 30 minutes prior to the scheduled kick-off/start time.
- Only two (2) rooms are permitted to register on one hall and only 5 events will be allowed per building for the allotted period of registration time before a home football game.
- If a room registers for an event before the start of a home football game, this room will not be permitted to register for any amount of time after the game. In essence, this period of registration will serve as the room's one permitted registered event per weekend as the current policy reads.
- Post-game registration/registered events cannot resume until 8 pm on the night of a home football game.

### **Gateway Village**

- Any gathering of twelve (12) or more people in Gateway Village, where alcohol is to be consumed must be registered as a private event. Event registration forms must be completed and submitted before noon on the Thursday prior to the event.
- No apartment may sponsor events with alcohol more than once per weekend.
- No more than 25 people may be present at any event at any one time.
- At least 50% of the residents of the apartment must be 21 years of age or older to register an event with alcohol.
- Event registration before a home football game may not begin prior to four (4) hours before the official start of the game.
- All registered events before a home football game must end 30 minutes prior to the scheduled kick-off/start time.
- Only three (3) apartments per building are permitted to register for the allotted

- period of registration time before a home football game.
- If an apartment registers for an event before the start of a home football game, this apartment will not be permitted to register for any amount of time after the game.
  - In essence, this period of registration will serve as the apartment's one permitted registered event per weekend as the current policy reads.
  - Post-game registration/registered events cannot resume until 8 p.m. on the night of a home football game.

### **Host Responsibilities for Private Events with Alcohol in University Housing**

1. Hosts will be held accountable for the actions of their guests as listed below:
  - a. Ensure that the amount of alcohol present is appropriate for the number of guests. The "0-1-3" guideline should be used in calculations: Excessive amount of alcohol present at a function may result in termination of the event.
  - b. Ensure that only guests of legal age are allowed to consume alcoholic beverages. Hosts may be held accountable for serving alcohol to underage guests or if underage guests are able to secure alcoholic beverages at the events.
  - c. Ensure that all guests remain in the apartment, Atlantic and Pacific Houses or residence hall room, and that the door is kept closed. For UFA events, the host is responsible for ensuring that students do not gather on the front porch or back patio.
  - d. Ensure that one or more types of non-alcoholic beverages (other than water) are provided in sufficient quantity for the duration of the event/gathering if alcoholic beverages are to be present. Non-alcoholic beverages must be as visible and accessible as the alcoholic beverages which are being served.
  - e. Provision for food is encouraged in sufficient quantity for the duration of the event. Food should be as visible and accessible as alcoholic beverages.
  - f. The host shall reimburse the University for damage to University property resulting from the event.
  - g. The only alcoholic beverages that may be possessed, served, or consumed at registered functions are beer and wine. No distilled spirits will be allowed.
  - h. Ensure that a copy of the approved event permission form is posted on the inside of the residence hall room or apartment/Atlantic and Pacific Houses door.
2. Rights of the University: Any dean's office representatives, Student Development personnel, or University Police Officers have the authority to order an apartment, Atlantic and Pacific Houses or residence hall event terminated for the remainder of the time designated if in their judgment the laws of the Commonwealth of Virginia or the policies and/or regulations of the University have been violated.

## **Sanctions for Violation of the Regulations Concerning Consumption and/or Possession of Alcoholic Beverages in University Housing**

### Sanctions for Individuals

1. All first offenses result in a minimum of being placed on disciplinary warning by the appropriate dean's office, and referral to an alcohol education program. The fines for the offenses vary as described below.
  2. All second and subsequent offenses result in stricter sanctions which are to be decided upon by the appropriate dean's office in order to allow the flexibility needed in considering the particular circumstances of each individual case.
  3. Example of offenses and sanctions: Student uses or is found in possession of a fraudulent or altered identification card: First offense carries a \$100.00 fine, at least being placed on conduct probation.
- a. Other Offenses
- |   |          |
|---|----------|
| Underage student found consuming and/or possessing alcohol within a residence hall room or apartment: | \$50.00  |
| Student of legal age found consuming and/or possessing alcohol in a public area:                      | \$50.00  |
| Student under the legal age found consuming and/or possessing alcohol in a public area:               | \$100.00 |
- b. Sanctions for Private Event with Alcohol Violations
- i. First violation of event regulations results in a loss of event privileges for six months for all residents of the apartment, minimally being placed on disciplinary warning, referral to an alcohol education program and a possible fine.
  - ii. Subsequent violations will result in stricter sanctions which are left to the discretion of the appropriate dean's office. Repeated violations could result in eviction from campus.
- c. Sanctions for Noise Related Concerns
- i. Registered Event with Alcohol:
  - ii. First Warning — Residents will be asked to reduce their noise.
  - iii. Second Warning — Continuing noise at a registered event will result in the termination of the event, citation for non-compliance, and sanctions for Private Event violations detailed above.
  - iv. Unregistered Event with Alcohol:
    1. Residents will be asked to reduce their noise and the staff member will explore the reasons for the noise. If the alcohol policy is being violated, the event will be terminated and the staff member will file an incident report.
      - a. First Offense: Disciplinary Warning, \$50.00 fine, Alcohol education,

- loss of event with alcohol privileges for 6 months.
- b. Second Offense: Housing Probation, \$100.00 fine, Alcohol education, and possible eviction from University Housing.
  - c. Third Offense: Eviction from University Housing and possible Suspension from the University.
  - d. Other violations and sanctions:
    - i. Offense: Students who lie about their involvement in an alcohol related incident may receive the alcohol violation sanctions and they will be referred to the judicial process.
    - ii. Offense: Students who give falsified information (i.e., false names or ID cards) may receive the alcohol violation sanctions and they will be referred to the judicial process.

## **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.

### **Policy Amendments**

These Procedures and Regulations for Implementation of the Alcohol Policy may be amended by the Vice President for Student Development. Whenever practicable, it is expected that consultation with the appropriate groups or organizations affected by this amendment would occur.

*Alcohol policy revised: 7/16*

## **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 are 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

## Resources

Is there anybody out there? YES! There are many resources on and off campus which can provide accurate information about substance abuse issues. A variety of services are available, from hotlines to personal counseling. If you need help or would just like some information ... JUST ASK!

**To register an event with alcohol for WC/RC Res. Halls, Gateway Village, and UFA, use this form:**

[Orgsync.com](http://Orgsync.com)

### Contact Information:

Daniel Fabian  
Associate Dean of Richmond College,  
Coordinator of Substance Abuse Education,  
and Deputy Title IX Coordinator

Richmond College Dean's Office  
28 Westhampton Way  
University of Richmond, VA 23173  
(804) 289-8061 Fax: (804) 287-1226  
dfabian@richmond.edu

## 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 local 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 2013, 2014, and 2015.

- **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.
- **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.
- **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.
- **Fondling** is touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
- **Statutory Rape** sexual intercourse with a person who is under the statutory age of consent.
- **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** – is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- **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 the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault** is 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 any willful or malicious burning or attempt to burn, with or without intent to defraud, causing any public or private property to be destroyed.
- **Motor Vehicle Theft**, which is defined as the theft or attempted theft of a motor vehicle to include golf carts.
- **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.
- **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Vandalism** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The Act further 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 2013, 2014 and 2015

Offense Type	Reporting Year	On Campus	Residential Facilities	Non-Campus Building or Property	Public Property*	Unfounded	
Murder/Non-Negligent Manslaughter	2013	0	0	0	0	0	
	2014	0	0	0	0	0	
	2015	0	0	0	0	0	
Manslaughter by Negligence	2013	0	0	0	0	0	
	2014	0	0	0	0	0	
	2015	0	0	0	0	0	
2013	Sex Offenses	2013	10	8	0	0	0
	Non-Forcible Sex Offenses	2013	0	0	0	0	0
2014-2015	Rape	2014	7	6	0	0	0
		2015	17	15	0	0	0
	Fondling	2014	1	1	0	0	0
		2015	5	2	0	0	0
	Incest	2014	0	0	0	0	0
		2015	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	
	2015	0	0	0	0	0	
Robbery	2013	0	0	0	0	0	
	2014	0	0	0	0	0	
	2015	0	0	0	0	0	
Aggravated Assault	2013	0	0	0	0	0	
	2014	1	1	0	0	0	
	2015	0	0	0	0	0	
Burglary	2013	8	8	0	0	0	
	2014	17	15	0	0	2	
	2015	20	7	0	0	4	
Arson	2013	1	0	0	0	0	
	2014	1	0	0	0	0	
	2015	3	0	0	0	0	
Motor Vehicle Theft	2013	3	0	0	0	0	
	2014	4	0	0	0	0	
	2015	5	0	0	0	0	

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

<b>Offense Type</b>	<b>Reporting Year</b>	<b>On Campus</b>	<b>Residential Facilities</b>	<b>Non-Campus Building or Property</b>	<b>Public Property*</b>	<b>Unfounded</b>
Stalking	2013					
	2014	0	0	0	0	0
	2015	3	0	0	0	0
Dating Violence	2013					
	2014	7	6	0	0	0
	2015	10	7	0	0	0
Domestic Violence	2013					
	2014	0	0	0	0	0
	2015	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrest	2013	0	0	0	0	0
	2014	6	2	2	6	0
	2015	17	6	0	0	0
Referral	2013	197	163	0	0	0
	2014	186	158	0	0	0
	2015	198	180	0	0	0
<b>Drug Law Violations</b>						
Arrest	2013	13	8	0	0	0
	2014	17	15	3	0	0
	2015	15	15	0	0	0
Referral	2013	9	5	0	0	0
	2014	11	11	0	0	0
	2015	22	21	0	0	0
<b>Weapons Law Violations</b>						
Arrest	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	1	0	0	0	0
Referral	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	2	2	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.**

### **Hate Crimes**

There was one race-related Hate Crime reported in 2013, none in 2014 and one race related Hate Crime reported in 2015. The Hate Crime that occurred in 2013 was Simple Assault that occurred on campus grounds and the category of bias was anti-Asian. The Hate Crime that occurred in 2015 was intimidation that occurred in Marsh Residence Hall and the category of bias was anti-Black.

### **Timely Warning Procedures**

A Timely Warning notification will be provided to the University community in the event of a crime reported to the University of Richmond Police Department (URPD) that occurred within the University of Richmond's Clery geographical area; and in the judgement of the Chief of the University of Richmond Police Department or a designee, represents a serious or continuing threat to students and employees.

Crimes for which Timely Warnings may be issued may include: Murder, Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Arson, Motor Vehicle Theft, Stalking, Dating Violence, and Domestic Violence, however a Timely Warning may be issued for non-Clery Act crimes.

A Timely Warning is written by the Chief of Police or designee and disseminated by the University of Richmond Communications Department. Timely Warnings are distributed to the Richmond community via a blast e-mail. A Timely Warning will withhold the name(s) of any involved party as confidential.

Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime at the time it is reported to include when and where the incident occurred, and the amount of information known by URPD. There may exist a rare situation in which a Timely Warning may be withheld so as to not compromise a law enforcement effort. The content of a Timely Warning shall include the nature of the crime, a description of the incident with the information known at the time, and recommendations to aid in the prevention of similar crimes in the future. Some Timely Warnings may include additional information regarding community resources and guidance on reporting crimes. A Timely Warning will be issued in a manner that is timely and that aids in the prevention of similar crimes.

## **Large-Scale Emergencies**

### **Emergency Response**

The University maintains an Emergency Operations Plan (EOP). 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. When appropriate, local response organizations, private partners and NGOs will be encouraged to participate. Any planning deficiencies, findings, areas 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-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

### **Emergency Notification**

A support annex within the EOP includes Emergency Notification System (ENS) Protocols. The information contained in the Protocols is guidance for issuance of an emergency alert, recognizing that individual circumstance or events not anticipated by the Protocols may occur. The experience and judgment of those utilizing the Protocols is an important consideration in how and when the Protocols are utilized and when an alert is issued. The Protocols provide operational guidelines for issuing emergency messages via UR ENS and are integrated with and supplement the UR Emergency Operations Plan.

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. Emergency information is sent to registered users and through other available ENS channels. 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.

The UR ENS consists of the following channels:

*UR Alert* is a messaging system controlled by a web-enabled management interface that allows an operator to simultaneously send outbound UR ENS 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 registered phone numbers including cell and land lines (U.S. 10-digit numbers).
- *E-mails* to @richmond.edu accounts and any registered within the UR Alert portal.
- *Social Media Accounts* including Twitter and Facebook.
- *University of Richmond website* via a banner across the top of the page.
- *Digital Signs* throughout campus including menu boards within the dining locations.

UR Alert is dependent on an individual “opt-in” registration in order to receive text messages and phone calls. Students, faculty and staff are encouraged to sign up for the service. Users can select up to three channels/contact points by which they wish to be notified of UR Alert. 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.

The following additional UR ENS channels may also be activated independently of UR Alert:

- *Outdoor Warning System* consists of three clusters of outdoor speakers centrally located on campus. It is capable of playing a recorded message or live audio from the URPD Dispatcher. The system is most frequently used to provide alert to persons outside to seek shelter indoors immediately due to an approaching tornado. At present, a siren runs continuously during a tornado warning and when the warning expires the siren stops.
- *Internal Speakers* in Tyler Haynes Commons, Heilman Dining Center, Weinstein, and Boatwright Memorial Library are also able to play prerecorded messages or live audio from the URPD Dispatcher.
- *Classroom Paging Application*, grouped by building, uses existing Avaya phone sets to support one-way paging.
- Additionally, the following secondary channels are available to disseminate information:
- *Voicemail to UR campus phones* will record outbound messages onto voicemail throughout the
- *Posts to the UR Alert webpage* (alert.richmond.edu) may supplement the UR Alert format with more in-depth information and instructions.
- *The UR hotline*, (804) 289-8760 or toll free at (866) 386-0403, is a recorded message system which provides status information.
- *UR TV Channel 16* is connected to the National Weather Service (NWS) Emergency Alert System (EAS). When the EAS is activated, all cable channels connected to the head end will



get a message scroll telling them to tune to Channel 16. Channel 16 then displays the information from the EAS.

The following University officials have been assigned the authority to authorize emergency notifications to provide alert, warning, and safety or protection instructions:

- University President
- UR Police Chief
- University of Richmond Police Department (URPD) Senior Officer on Duty
- UR Police Dispatcher (for tornado alerts)
- Director of Emergency Management
- Vice President of Business and Finance
- Emergency Management Team Chairperson

The following university official(s), *if they are directly involved with the emergency response for a safety-and-security incident at UR:*

- Associate Vice President of Facilities
- Medical Director
- Director of Environmental Health and Safety

These positions will be collectively referred to as “Responsible University Authorities” for the purposes of these Protocols.

#### Immediate Notification

An immediate 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.

At least twice a year, a test of the ENS is conducted. The ENS tests are announced prior to the test date through email.

## **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. As such, emergency response and evacuation procedures are communicated with the campus through several methods depending on the community member's classification. These methods include, but are not limited to, signage within buildings, an email to faculty each semester, seasonal poster campaign, orientation events, residence life and new employee training. Information about how to prepare as well as the types of emergencies that may occur on campus is also 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](#).

## Fire Safety

### Residence Hall Policies

- Smoking is prohibited to include e-cigarettes.
- 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 the Richmond and Westhampton Colleges, Environmental Health and Safety, and Risk Management two times per year.

The entire University Housing Fire Safety Policy can be viewed at:

<http://ehs.richmond.edu/common/PDF/Housing%20Fire%20Safety%20Policy%202015.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, *or your One Card* 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**

Police Report Incident Number	Incident Date/Time	Nature of Fire	Location	Number of Deaths	Number of Injuries	Value Property Damaged
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
2015-002539	06-25-2015 03:34 hours	Cooking: The occupant reported that he and his roommates were cooking on the stove when some oil or grease on the burner ignited.	University Forest Apartment 1801	None	None	None

- 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 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. Kitchen Hood for limited access kitchen. Fire extinguishers in each Resident Life Staff member's room.	(1) 01/16
Gateway Village Apartment 55 55 UR Drive	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 common areas and each Resident Life Staff member's 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 common areas and each Resident Life Staff member's 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 common areas and each Resident Life Staff member's room.	None
Gateway Village Apartment 58	Addressable system continuously monitored by a	N/A	(Wet System) building is fully sprinkled.	None

<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>
58 UR Drive	Central Station throughout the entire building to include each student room.		Fire extinguishers in common areas and each Resident Life Staff member's room.	
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 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
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.	C0 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

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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>
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 12 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
Under Renovation North Court 40 Westhampton Way				None
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 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 each student room.	None
Thomas Hall	Addressable system continuously monitored by a Central Station throughout the	N/A	(Wet System) building is fully sprinkled.	None



<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>
7 Richmond Way	entire building to include each student room.		Fire extinguishers in each Resident Life Staff member room.	
Westhampton Hall 59 Keller Road	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
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 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 Environmental Health and Safety.

## **Plans for Improving Fire Safety**

*In conjunction with the housing redevelopment project schedule, North Court is currently being renovated. The facility will be fully sprinkled and will have addressable system smoke detectors, continuously monitored by a Central Station, throughout the entire building to include each student room. Construction is scheduled to be completed in December of 2016, with the facility open for occupancy beginning for the spring semester of 2017.*

## 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.