UNIVERSITY

OF

RICHMOND

Annual Security & Fire Safety Report

2025

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INTRODUCTION

The Jeanne Clery Campus Safety Act (Clery Act) is a campus public safety consumer protection law and this Annual Security Report (ASR) is a major requirement of the Clery Act. The University of Richmond Police Department (URPD) is charged with the responsibility of collecting data and preparing the statistics contained in this report.

This ASR is not a police report. Rather this report contains information about safety related policies, procedures, and practices, in addition to statistics of reported crimes for the previous three years, 2022, 2023 and 2024, are contained in this report.

For our current and future Spiders, our community initiatives are designed to create a sense of belonging to the Spider community which is a building block for academic excellence.

Safety on our campus is greatly enhanced when everyone takes an active role supporting the well-being of fellow Spiders. Thank you for taking the time to review this Report.

Annual Crime Statistics for 2022, 2023, 2024

Offense Type		Reporting Year	On Campus	Residential Facilities	Non-Campus Building or Property	Public Property*	Unfounded
Murder/Non-Negligent Manslaughter		2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Manslaughter by Negligence		2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Sex Offenses	Rape	2022	4	3	0	0	0
		2023	3	3	0	0	0
		2024	2	1	0	0	0
	Criminal Sexual Contact	2022	5	3	0	0	0
		2023	1	1	0	0	0
		2024	1	1	0	0	0
	Incest	2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
	Statutory Rape	2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Robbery		2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Aggravated Assault		2022	0	0	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Burglary		2022	10	5	0	0	1
		2023	3	2	0	0	1
		2024	0	0	0	0	1
Arson		2022	1	1	0	0	0
		2023	0	0	0	0	0
		2024	0	0	0	0	0
Motor Vehicle Theft		2022	3	0	0	0	0
		2023	1	0	0	0	0
		2024	1	0	0	0	0
Hazing**							

Annual Crime Statistics for 2022, 2023, 2024

Offense Type	Reporting Year	On Campus	Residential Facilities	Non-Campus Building or Property	Public Property*	Unfounded
VAWA Violations						
Stalking	2022	0	0	0	0	0
	2023	2	0	0	0	0
	2024	1	0	0	0	0
Dating Violence	2022	4	3	0	0	0
	2023	4	4	0	0	0
	2024	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2023	1	0	0	0	0
	2024	1	1	0	0	0
Liquor Law Violations						
Arrest	2022	1	0	0	1	0
	2023	1	0	0	0	0
	2024	2	1	0	0	0
Referral	2022	45	37	0	0	0
	2023	41	27	0	0	0
	2024	41	28	2	0	0
Drug Law Violations						
Arrest	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Referral	2022	3	3	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Weapons Law Violations						
Arrest	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Referral	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0

Hate Crimes

2022: One on campus simple assault with a racial bias.

2023: One, On-Campus, Destruction/Damage/Vandalism of Property with Racial bias. One, On-Campus, Destruction/Damage/Vandalism of Property with Sexual Orientation bias. One, On-Campus, Residence Hall, Destruction/Damage/Vandalism of Property with Sexual Orientation bias.

2024: Zero reported.

Unfounded Clery Crimes

There was one unfounded crime in 2022, one unfounded crime in 2023 and one unfounded crime in 2024.

**Effective January 1, 2025, colleges and universities are required to include statistics for hazing incidents as defined by the Stop Campus Hazing Act (SCHA). These statistics will be included in the 2026 Annual Security Report.

Definitions of Reportable Crimes

The University of Richmond uses the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) definitions as the basis for defining and classifying crime in the ASR. This is a nationwide statistical effort in which city, university, college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The hierarchy rule, a requirement in the FBI's UCR program that, for the purposes of reporting crimes in the system, requires when more than one criminal offense was committed during a single incident, only the most serious offense be counted, in most situations.

The Daily Crime Log records all reported crimes and not just those required to be included in the annual crime statistics that are listed below.

Statistics are reported for the following offenses: Homicide, Manslaughter, Arson, Aggravated Assault, Robbery, Burglary, Hate Crimes, Motor Vehicle Theft, Rape, Fondling, Incest, and Statutory Rape. Also included are Hazing, Stalking, Dating Violence, Domestic Violence, Liquor and Drug law violations.

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.

Sexual Assault- Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Clery statistics include attempted sexual assaults. Sex offenses statistically counted for Clery include Rape, Fondling, Incest, or Statutory Rape as defined in the FBI UCR program.

Rape is the Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instance in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (include due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Criminal Sexual Contact 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 is sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

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.

Motor Vehicle Theft, which is defined as the theft or attempted theft of a motor vehicle.

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.

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. Hate Crimes include any of the following offenses that are motivated by bias: Murder/Non-negligent Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-theft, Simple Assault, Intimidation, and Destruction, Damage or Vandalism of Property. All geographic categories are considered for hate crimes.

Larceny 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.

Destruction, Damage, or Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hazing is any intentional, knowing, or reckless act committed by a person (individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term 'student organization', for purposes of reporting hazing, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

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.
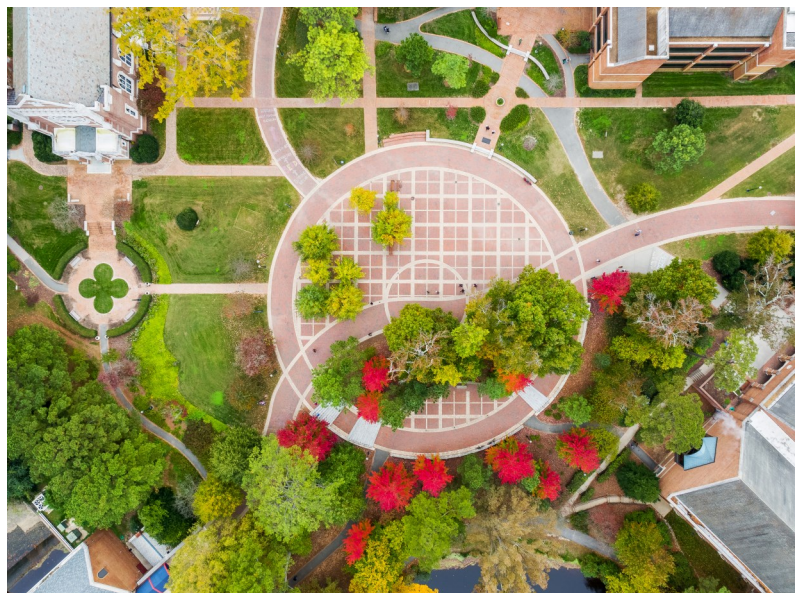
Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the 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.

Liquor law violations are defined as criminal violations of State 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 law violations are defined as criminal violations of State laws relating to the unlawful possession, sale, use, growing or manufacturing and making of narcotic drugs.

Weapons law violations are defined as criminal violations of State 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.

Crime Statistics and Annual Disclosure

URPD is designated with the responsibility for the collection of data, maintenance of records, and preparation and distribution of this report. The crime statistics displayed at the beginning of the ASR were collected using university Campus Security Authorities (CSA), external law enforcement agencies (LEA) and URPD police records section. Letters are sent to multiple LEA annually to obtain crime information for inclusion in our annual statistics. All data is collected, analyzed and recorded by URPD.

URPD annually compiles statistical data and information that is utilized for the purpose of compliance with the Jeanne Clery Campus Safety Act (Clery Act). The department formulates, updates, and distributes a document that is specifically designed to comply with this law. The Clery Act Annual Security & Fire Report statistics are submitted, according to federal law, to the Department of Education annually by URPD.

In a rare situation when there is clear and convincing evidence that the release of such information would jeopardize an on-going investigation, safety of an individual, destruction of evidence, or cause a suspect to flee, such information may be withheld until that threat is no longer likely to occur from the release of such information.

The Daily Crime Log

UPRD is responsible for maintaining the daily crime log. The log is maintained in Power DMS, a software utilized by the Department. The most recent 60 days of the crime log is publicly available on the URPD's website. The case disposition listed on the crime log is reviewed regularly for accuracy and is updated for 60 days after the incident's report date. Requests 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 full crime log is located in URPD, 490 Westhampton Way, Richmond, VA 23173. For more information about the crime log, contact Major Alfred Johnson (804) 287-6806 or ajohnso3@richmond.edu.

The daily crime log includes: the nature of the crime, the general location, the disposition, injuries, property damaged or stolen, the date and time the crime was reported and the date and time the crime occurred, if known. These records do not contain personally identifiable information about the victim. Information about accessing the crime log is sent annually to the university community through the ASR notification.

The dispositions used by URPD are: (1) Closed – an incident that is no longer being actively investigated i.e. leads exhausted, inactive, and exceptionally cleared. Closed cases may be reopened if new evidence becomes available, (2) Conduct Referral – the referral of any person to any university official for further action (Police may or may not be involved in the conduct referral), (3) Open – Pending/active investigation, (4) Unfounded – Investigated by law enforcement and found to be false or baseless, (5) Arrest – Persons processed by physical arrest or released on summons, and (6) Title IX – Deputy Title IX Coordinators investigate these cases and report required facts necessary for Clery and crime log. There has not been a police report initiated.

There are multiple employees within URPD trained to maintain, update and publish the crime log as needed. These employees include: Public Safety Compliance Analyst, Communications Officers, Communications Supervisor and the Services Major.

Campus Security Authorities

URPD is ultimately responsible for identifying and maintaining the list of Campus Security Authorities. A committee comprised of members from URPD, Human Resources, Office of General Counsel and the Compliance Office collaborate in the creation of the list of CSAs. URPD and the Compliance Office maintain the current list of CSAs for the University. Each summer the list is updated. The most recent list was compiled in August 2025.

The University provides all CSAs with annual training. In the training, CSAs are provided with the information and materials needed to document and submit reported crimes to URPD for inclusion in the Clery crime statistics. CSAs are instructed to report crimes through online forms. There are separate forms for faculty and staff, and students (RAs).

Statistics from external Law Enforcement Agencies and Cooperation

URPD is responsible for collecting crime statistics from law enforcement agencies around the world. Student travel to off-campus locations is reported to URPD. Letters and/or emails are sent to law enforcement agencies responsible for locations where students traveled with a request for crime statistics including the date(s), time (s) and location(s) traveled, only if the travel meets the standards identified by the Act. The data collected from law enforcement agencies is analyzed and maintained by URPD including the lack of response, of each agency. URPD also coordinates with local law enforcement to ensure they notify the University of situations on campus and in areas adjacent to campus that warrant emergency response, emergency notification or timely warning messages. The policy and corresponding procedures for the collection of this data was last updated in 2025.

Police Operations

URPD is a full-service police department with 22 sworn police officers, 4 security officers, 7 communications officers, and administrative staff. The 22 sworn police officers have arrest powers, including the enforcement of alcohol and drug laws, and patrol 24 hours a day, seven days a week, responding to all emergency and non-emergency incidents reported on campus. Security officers are non-sworn providing physical security of campus buildings with no authority to make arrests.

The department is one of only a handful of private institutions with a police department accredited by the Commission on Accreditation for Law Enforcement Administrators and the International Association of Campus Law Enforcement Administrators.

The jurisdiction for security and police officers includes the grounds and buildings of the University and the adjacent streets, alleys and sidewalks located in the City of Richmond and the County of Henrico. As such, the campus police officers have the powers and authority conferred by law upon police officers of cities, towns or counties as provided in Virginia Code Sections 23-234 and 23-232.1 et seq..

URPD has a memorandum of understanding with Virginia State Police to investigate sexual assaults when it exceeds the investigative capabilities of URPD resources. Local agencies, Henrico County Police and City of Richmond Police, have mutual aid policies to provide assistance to URPD, if requested. This may include forensic examinations of electronic devices, homicide investigations, or incidents involving URPD.

URPD cannot patrol the environment external to the University campus. It is an expectation that each individual respect the University's expectation of personal responsibility and accountability. The University reserves the right to become involved in disputes between students living off campus and neighbors. These situations may include:

- Any action that constitutes a criminal offense as defined by federal, Virginia, Henrico or Richmond ordinances. This includes, but is not limited to, single or repeat violations;
- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.

The University of Richmond is committed to working with Henrico County and the City of Richmond to encourage responsible social conduct on and around our campus.

Clery Geography

The University of Richmond Police Department (URPD) reviews the defined boundaries pertaining to the Clery Geography annually. The map is depicted visually in the ASR below and is available on URPD's website. The map was last updated in fall 2023 and shall be reviewed in summer 2025. The University's On Campus Clery geography is displayed in the map below. The University frequently uses Independence Golf Course and is considered noncampus property. There are several other local areas used less frequently, but may also be considered noncampus locations as it relates to the Clery noncampus definition below.

The map of Clery Geography displays all buildings and grounds associated with campus. All areas of the map within the Clery Boundary are considered On Campus, with the exception of Campus Drive, Boatwright Drive, College Road, and River Road. Those public roadways are classified as public property.

The Clery Act requires institutions to report crimes based on the following geographical specifications:

On Campus
Includes buildings and properties that are owned or controlled by the institution; that are contiguous to one another; and directly supports or relates to the University of Richmond's educational purposes.

Residential Facilities are a subset of the On Campus category that must be separately disclosed and counted.
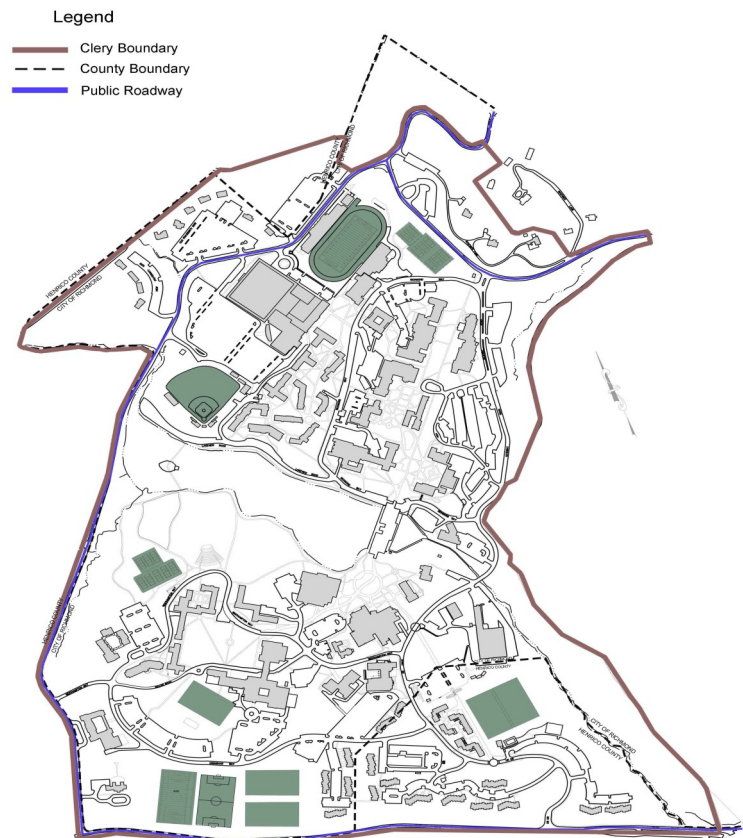
Public Property
Public property refers to property owned by a public entity, such as a state or city government. It includes thoroughfares, streets, sidewalks, and parking facilities, which are within the campus, or immediately adjacent to and accessible from the campus.

Legend
— Clery Boundary
--- County Boundary
— Public Roadway

Campus Map
Campus Maps & Directions: richmond.edu/visit
Campus Information: (804) 289-8000

Noncampus
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 the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

The university does not have noncampus locations for student organizations officially recognized by the institution. Officially Recognized Student Organization buildings are located On Campus. A list of all buildings included in the Clery Geography is maintained at URPD with all applicable addresses.

Emergency Response and Evacuation Procedures

The University has an Emergency Notification System (ENS) with multi-channel communication capabilities. The ENS is maintained by the Director of Emergency Management. The ENS protocols are reviewed and updated regularly, with the most recent revisions in 2025.

The ENS is intended to rapidly disseminate emergency information about an incident and provide instructions to the campus community. Emergency information is sent to registered users and through other ENS channels as identified in this Report.

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

- University President
- University Chief of Police
- URPD Officer on Duty
- University Communications Officer (for hail, high wind, and tornado warnings)
- Director of Emergency Management
- Executive Vice President and Chief Operating Officer
- Executive Policy Group Chairperson

Additionally, the following University official(s) are able to authorize an emergency notification, *if they are directly involved with the emergency response for a safety-and-security incident at UR:*

- Senior Associate Vice President for Campus Operations
- University Medical Director
- Director of Environmental Health and Safety

These positions will be collectively referred to as "Responsible University Authorities" for the purposes of this Report. Reference to any position at the University shall be understood to include designees.
A Responsible University Authority is limited to issuing an immediate alert in response to an incident or event within their direct area of responsibility (as defined by agency/office mission and/or position description), and only in cases in which a delay could compromise the safety and security of the University. The process for activating the University ENS begins when a threat or emergency situation is reported to the URPD or to another Responsible University Authority. Emergency situations that require immediate notification must be confirmed by a Responsible University Authority, who will then authorize the emergency notification.

For the majority of emergency threats and incidents on the University campus, the first notice of the situation will be via an incoming call to the 8-9-1-1 URPD Communication Center. In the event of a threat or emergency in which the URPD Senior Officer on Duty is not yet at the incident and/or for which specialized technical knowledge is required, another Responsible University Authority may confirm the threat

and authorize the message with emergency safety instructions. In those situations, the Responsible University Authority will notify the URPD Communication Center and authorize the Communication Officer to issue the message. If the Responsible University Authority is trained in and has direct access to the University ENS interface, the Responsible University Authority may issue the message, if necessary.

UR Alert is a messaging system controlled by a web-enabled management interface that allows an operator to simultaneously send outbound University 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 URAlert portal.
- *Social Media Accounts* including Twitter and Facebook.
- *University of Richmond main website* via a banner across the top of the page.
- *Digital Signs* throughout campus including menu boards within the dining locations.
- *Desktop Alerts* to University managed computer systems and public machines.
- *UR SpiderSafe App Notifications* to all campus members who have the app downloaded on mobile devices.
- *Rave Alert Beacons* located in the dining hall and in Tyler's Grill. When activated through the alert system, the beacons create strobes and audibles along with alert messaging on the beacon. These beacons are used as an addition to the other alert methods for staff in those listed locations with reduced cell phone access.

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. All registered users receive messages sent through channels the users have registered for.

The following additional University 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 prerecorded emergency messages. 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.

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 University campus phones will send outbound messages onto voicemail throughout the University phone system.

Posts to the UR Alert webpage (alert.richmond.edu) may supplement the UR Alert notification with more in-depth information and instructions.

UR SpiderSafe App, emergency messages can be sent independently from the AppArmor system to all campus members who have the app downloaded to their mobile devices.

The UR hotline, (804) 289-8760 or toll free at (866) 386-0403, is a recorded message system which provides status information.

There are three types of notifications under University ENS, "Immediate," "Status Update," and "All Clear," which are described on the following pages.

An immediate notification to the campus is made when the URPD or another Responsible University Authority *confirms* that an emergency situation poses an *immediate* threat to life safety or security of the campus population. The URPD Senior Officer on Duty, URPD Communication Officer (for high wind, hail, and tornado warnings), or another Responsible University Authority are authorized to make an Immediate Notifications to provide alert, warning, and safety or protection instructions.

Confirmation of an immediate threat may include, but is not limited to:

- Visual affirmation;
- Information received from Accuweather; and/or
- Multiple reports concerning the same threat.

However, the URPD 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, compromise the University's efforts to assist the victim and/or contain the emergency. If the URPD Senior Officer on Duty, or other Responsible University Authority decides *not* to authorize an alert, they must immediately notify and consult with the University Chief of Police.

As necessary, the University Chief of Police notifies the Executive Vice President and Chief Operating Officer and the Director of Emergency Management of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken; as needed, The Executive Vice President and Chief Operating Officer will then notify the University President and other officials, including University Communications for situations in which informational updates via voicemail to campus phones, posts to the University website, and/or use of the UR hotline will be appropriate.

At any time, if more than one operator attempts to log into the University ENS interface, or if a URPD Communication Officer or other operator is given conflicting instructions, the system operator will defer to the most recent information or that provided by the highest-ranking individual.

For ongoing incidents or situations, such as a fire, a Status Update should be provided at a minimum every thirty minutes after an initial UR Alert was sent to the entire campus community. A Status Update alerts the community that the incident is ongoing and the area should be avoided. Additionally, it directs individuals to http://alert.richmond.edu/ where more information may be provided.

An All Clear Notification indicates that the emergency has ended.

All 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 URPD Senior Officer on Duty, University Chief of Police, Director of Emergency Management, or other Responsible University Authority. To ensure activation of the ENS occurs *without delay* over 25 UR Alert message templates are stored in the system. They range from active shooter to natural threats, such as an earthquake. The stored templates allow the URPD Senior Officer on Duty, URPD Communication Officer (for high wind, hail, and tornado warnings), or another Responsible University Authority to simply choose the template and they will fill in the location, unless initiating a notification will compromise an effort to assist a victim or to contain, respond to, or otherwise mitigate the threat or emergency. The templates include the modes of delivery by which the message will be sent. Messages are programmed to be

sent to all registered users. The Chief of Police may authorize segmented messages.

UR Alert messages will contain at minimum the following information, in this order:
- Nature of the incident,
- Location, and
- Actions to be taken by affected populations.

University ENS messages contain no more than 160 characters (the maximum number of characters available in a SMS message) for all message systems. Additional or subsequent messaging via non-UR Alert channels (which are not constrained by technical limitations related to SMS) may use additional characters, as appropriate, to convey more information. As soon as possible following the issuance of an emergency message, the UR homepage and hotline will contain additional and/or supplemental information about the alert and/or the incident.

Subsequent messages will provide instructions for:
- Obtaining additional detailed information if University programs and/or services are interrupted,
- Receiving additional updates and information, and/or
- Reporting information.

Parents of current students, family of faculty and staff, visitors, and community members can also register online to receive UR Alerts. The user-friendly UR Alert portal provides subscribers the opportunity to select how they wish to receive emergency notifications.

The campus community, as well as external stakeholders, expect to receive information quickly; however, it is often not possible to provide comprehensive, accurate information in the early, chaotic stage of a crisis. Following an initial warning or notification of an incident, the University's Crisis Communication Team may craft and distribute brief messages acknowledging the nature of the incident, and indicating that the university is actively responding to the situation and continuing to gather information. All messages will be created with the understanding that they will be viewed by both "internal audiences" (i.e. students, faculty, staff, administration) and "external audiences" (i.e. news and social media, partners). The Crisis Communication Team will select the appropriate communications channel based on the needs and circumstances of the particular incident, the nature of the message to be communicated, and the intended audience. Available channels include, but are not limited to: audio, web, e-mail, text/voice messages, campus phones, television, social media and broad, print, or digital media outlets.

A test of the ENS is conducted annually with a documented after-action report. The ENS tests are typically announced via email and SpiderBytes, the University's internal messaging mechanism. A description of each test, date, time and whether it was announced or unannounced is maintained by the Director of Emergency Management in an after-action report. A summary of each test is sent to educate the community about emergency response, procedures, and applicable lessons learned, if any.

Evacuation Procedures
Preparing students, faculty, and staff are a priority at the University. 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 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 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 contact 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 are identified for each building with an BEP. The Building Emergency Coordinator serves as the key contact for their building during an emergency, ensure all building occupants are aware of and trained on the BEP. 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 and Building Emergency Plans are available online and are password protected.

Emergency evacuation drills are conducted in each building on campus annually to test emergency response and evacuation procedures. These tests are unannounced and the performance of occupants and responders are documented by the Office of Environmental Health and Safety to assess and evaluate emergency plans and capabilities. After each drill is completed, an after-action report is completed by the building monitors and/or resident life staff in each building. Ten percent of the rooms in the building are checked to ensure occupants have evacuated. The time lapsed for the evacuation is also recorded. This information is collected by the Office of Environmental Health and Safety and reviewed for trends that may identify areas to improve. The plans for evacuation are reviewed annually with building monitors and/or resident life staff.

Sex Offender Registry

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act, and the Family Educational Rights and Privacy Act of 1974 (FERPA), the University is providing a link to the Virginia State Police Sex Offender Registry. The site can also be accessed by the web address: https://www.vspsor.com/

All sex offenders are required to register in the Commonwealth of Virginia and to provide notice of each institution of higher education in Virginia at which the person is employed, carries out a vocation, or is a student.

In addition to the above notice to the Commonwealth of Virginia, all sex offenders are required to deliver written notice of their status as a sex offender to the University Chief of Police or designee, no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the University.

Such notification may be disseminated by the University to, and for the safety and well-being of, the University community, and may be considered by the University for enrollment and discipline purposes.

Missing Student Notification Procedures

Anytime a member of the University community has reason to believe that a student is missing, they shall immediately notify URPD at (804) 289-8715. URPD will immediately initiate an investigation. If necessary, they 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. There is not a timeframe to report. URPD will take a missing person report at anytime.

If the missing student is under the age of 18 and is not an emancipated minor, URPD will notify the student's parent or legal guardian and any other designated contact within 24 hours after URPD has conducted an initial investigation and has determined that the student is missing.

If the missing student is age 18 or over, the URPD will notify the student's designated confidential contact, if any, or the student's parent or legal guardian within 24 hours after URPD has conducted an initial investigation and has determined that the student is missing.

At any time the preliminary investigation indicates a need, the local law enforcement agencies and parents will be notified. URPD will notify local law enforcement no later than 24 hours after a student is determined to be missing.

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 URPD in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, URPD 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 bannerweb.richmond.edu .

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.

Timely Warning

The University of Richmond Timely Warning policy was approved August 1, 2022. This policy is kept in the University's policy library. Timely Warnings will be issued in response to Clery Act crimes that have already occurred on University property and in the judgment of the University Chief of Police or designee, may pose a serious or ongoing threat to students and employees. The Timely Warning will be issued as soon as pertinent information is available. The warning is distributed community-wide using the University's email system in a timely manner to aid in the prevention of similar occurrences.

URPD will issue a Timely Warning based upon the following criteria: 1) A Clery Act crime is reported by a Campus Security Authority or any individual who reports an incident in good faith; 2) the crime occurred in a Clery reportable location; 3) The perpetrator has not been apprehended; and 4) there is a serious or ongoing threat to the campus community because of this crime. The decision to issue a timely warning may be further informed by use of the following factors:

- Was the perpetrator identified?
- If known, does the perpetrator have prior arrests, reports, or complaints, or any other history of violence?
- If known, does the perpetrator have a history of failure to comply with University No-Contact directives, or other preventive measures to include violation of protective orders?
- Has the perpetrator threatened to commit future acts of violence?
- The continuing danger to the community.
- Does it appear to be an isolated incident involving a specific targeted victim or is there a pattern of reported crimes?
- Does the information include the use of "date-rape" or similar drugs or intoxicants?
- Were there other aggravating circumstances reported?

The decision to issue a warning is decided based on a case-by-case basis considering the totality of the circumstances surrounding that incident. The warning shall not contain any personally identifying information about the victim.

The Chief of Police or designee shall contact the University's Public Information Officer for distribution of the warning. There may be incidents in which other forms of notification may be used such as student meetings, the student newspaper The Collegian, or local media.

URPD has requested for the City of Richmond Police Department and Henrico County Division of Police to notify URPD when emergency situations exist and/or crimes have occurred close to UR's campus. This is important to ensure appropriate emergency notifications and timely warnings are issued.

Security and Access to Campus Buildings

All exterior doors on residential buildings have door alarms that report locally during business hours and to URPD outside of business hours. URPD will respond to any door alarm to ensure the door is secure and not propped open. Access to residence halls is controlled by card access 24/7. Administrative and academic buildings are generally open to the public during business hours. Once these buildings lock in the evening, some students and employees have card access to allow entry into specific areas to study and meet. Generally, University grounds are open to the general public. These spaces include fields, lake paths, and tennis courts. Security officers are assigned to specific areas and are responsible for patrolling through buildings to ensure doors are secure, door alarms are working, and lighting is functional.

As buildings and grounds are renovated on campus, URPD meets with architects and project managers to ensure cameras and environmental design are considered to ensure safety. URPD also sits on the Card Access Review Committee. This committee is responsible for reviewing any request for a new card reader and also reviews the installation of card readers in new or renovated buildings.

Reporting and Responding to Crimes

The University encourages our campus members to promptly and accurately report crimes to URPD. Crimes may be reported any time of day or night. URPD 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. URPD also encourages campus members including bystanders and witnesses to accurately and promptly report all crimes to campus police or an appropriate police agency when the victim of a crime elects to or is unable to make such a report.

Crimes may be reported in person 24 hours a day, at the police department, which is located on the ground floor of the Special Programs Building, 490 Westhampton Way, Richmond, VA 23173. Crimes or emergencies on the campus of the University of Richmond may be reported to URPD by phone. When dialing from an on-campus phone, dial 8911 (emergency) or 8715 (non-emergency). When dialing from an off-campus phone or cell phone, individuals should call 804-289-8911 (emergency) or 804-289-8715 (non-emergency). It should be noted that when using a cell phone to call URPD, callers should dial 804-289-8911 as dialing 9-1-1 directly may route them to another 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 URPD.

Crimes or emergencies on the campus of the University may also be reported to URPD by emergency telephone locations throughout the campus, including exterior phones that are 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 Emergency Communications Center, staffed 24 hours each day. The location of the activated telephone is automatically identified to the Communications Officer.

Crimes may be reported by utilizing AppArmor "SpiderSafe" mobile application. The SpiderSafe app allows for confidential and anonymous crime reporting using the "Report a Tip." This application allows two-way, real-time interaction with our 24-hour-a-day emergency communications center, including location-tagged text, calls, photos, and videos. The SpiderSafe Application is also available to community members to report suspicious behavior, safety hazards, and other concerns. Community members can download the SpiderSafe app from the App Store or Google Play and register with an email.

Crimes may also be reported by campus members on a voluntary and confidential basis by utilizing URPD's on-line "Silent Witness" program. Victims and witnesses of crimes can access the form online at http:// police.richmond.edu/report/crime/silent-witness.html. The University supports voluntary and confidential reporting of crimes, however, confidential reporting in this section, is the ability to make a report without sharing one's own personally identifiable information.

When URPD speaks with victims, they are provided written information about their specific crimes and the rights. This information may include the victim/witness rights card, informational brochures, contact information for resources, and URPD points of contact.

Victims or witnesses of dating violence, domestic violence, sexual assault, and/or stalking who report to URPD or the Title IX office are provided written information that describes the importance of evidence preservation, obtaining protective orders, issuing no-contact orders, how and who to report the incident, and information on other criminal or civil lawful orders/actions. This information is provided in writing by Title IX in the form of an outreach letter.

It is the policy of URPD to assist the university community in the most efficient and effective manner possible when responding to calls for service and reported crimes. All Clery reportable crimes reported to URPD, within the University's Clery Geography, including anonymous, voluntary and confidential, are included in the Clery crime statistics within this report.

Through Title IX training and informal conversation with URPD, the University's pastoral and professional counselors are aware of options individuals have to report crimes on a voluntary, confidential basis, that would allow the crimes to be included in the annual security report.

Police Department Community Initiatives

Employees of URPD provide security awareness and crime prevention presentations during fall and spring orientation for new students, on boarding for new employees, participants in study abroad programs, international students and a host of groups across campus. Several of the programs also include information for attendees regarding personal safety, and security procedures and practices.

The University of Richmond is a certified Virginia Department of Criminal Justice Services Crime Prevention Campus. https://www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/crime-prevention-center

Several presentations provide attendees with information about preventing crimes. Community Initiatives URPD coordinates include:

Operation ID Operation Identification is a nationally recognized theft prevention program that involves marking or engraving property with UV pens and traceable ownership information and recording manufactures' serial numbers and owner–applied identification information on a property inventory form. The URPD provides Operation ID at no cost to discourage the theft of valuables. 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.

SpiderSafe App A mobile safety application that links the UR community with URPD and provides personal safety options. This application is promoted during orientations and community talks. It is also available to all community members.

Vehicle Safety Checks Once each semester, URPD creates a vehicle inspection station to address minor mechanical problems just before students depart for a break each semester. In addition, Officers provide information related to properly securing property within a vehicle and out of plain view. Each year over 200 vehicles are observed for safety checks. This program is open to all faculty, staff and students.

Active Threat Presentations Across campus, active threat presentations are provided to faculty, staff and students. The University follows the Avoid, Deny, Defend™ response to active threats. This infor-

mation is provided to students, faculty, and staff at their respective orientation programs. It is also available to community members upon request.

Women's Self Defense URPD 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. Participants will learn verbal skills and physical techniques to defend against grabs, holds, and bedroom attacks.

Narcotic Identification, Detection, And Abuse A URPD 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.

Lighting Surveys URPD conducts detailed bi-weekly lighting surveys across campus to identify outages and works closely with facilities to address the required repairs.

Alcohol Awareness Programs Students are presented with information about the effects of alcohol on the body and driving under the influence. This program is offered upon request.

Campus Safety Walk is a night walking tour conducted once each semester with students, faculty and staff to hear student concerns related to Crime Prevention Through Environmental Design (CPTED) issues across campus.

Campus Blue Lights (Emergency Reporting Telephone Systems- ERTS) The University maintains blue light phones across campus which are directly linked to the URPD Communications Center.

University Transportation and Security Escort The Campus Loop is a nightly continuous transportation shuttle service that provides safe transportation to on-campus locations. The shuttle runs from 8 pm to 12 midnight daily and until 3:00 am on Fridays and Saturdays. A walking or golf cart security escort is also available to community members by contacting URPD at 804-289-8715. Community members can also utilize the SpiderSafe App for a mobile application escort.

Bicycle Registration Assistance is provided to the university community to register their bikes to deter theft. As a safety feature, each registrant is offered a bicycle lock and a light for operating at night.

Housing Security: University Housing operates 40 residential buildings. In seventeen (17) residential areas/buildings the exterior doors are locked and can only be opened with a UR ID Card. In these areas, each individual room operates on a card access system with requires swipe access and a 4-digit PIN to gain access. In three (3) smaller residential areas/buildings the exterior doors are accessible only via card access with individual rooms secured with a deadbolt key lock. Two (2) of these smaller areas are used for Law Student housing and one (1) is reserved for Isolation/Quarantine housing and only used as necessary. In sixteen (16) townhouse apartment buildings and four (4) apartment buildings, each individual apartment operates on a card access system which requires swipe access and a 4-digit PIN to gain access. In addition, Resident Assistants are trained as CSAs to identify and report Clery Act crimes and work closely with URPD.

Behavioral Intervention Team URPD is a member of this interdisciplinary team that assesses and responds to emerging at risk behaviors that have been brought to the attention of the team.

Threat Assessment Team URPD is a member of this interdisciplinary team that assesses and responds to threatening behaviors and dangerous incidents involving students, faculty or staff.

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 will convene within 72 hours after a report of sexual violence to provide advice and guidance to the Title IX Coordinator regarding the investigation of the report and to determine if disclosure of information regarding the incident is necessary to protect the health and safety of the Complainant or other individuals, consistent with applicable FERPA regulations. The Chief of Police or designee is required to be in attendance for all Sexual Misconduct Review Subcommittee meetings.

Victim/Witness Services A victim/witness coordinator provides general information regarding the court process. Other services include but are not limited to, transportation to/from magistrates, court, Protective Order obtainment or a trip to a hospital. The victim/witness coordinator ensures that every victim is provided with the right resource (both on and off campus) information to assist in concerns or trauma related to being a victim of a crime. URPD also provides information to students, staff and faculty on the prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking.

All publicly available Clery Act records including crime log reporting and disclosures do not contain personally identifying information about the victim

Campus Security Surveys A certified campus crime prevention officer with URPD conducts proactive surveys of campus when renovations and construction of buildings occur. Additionally, URPD will survey offices, departments and dormitories upon request by community members.

Community Concerns URPD maintains a [webpage](#) that allows community members to send information to departments on campus regarding the actions of our community in the local neighborhoods.

The University of Richmond prohibits all forms of Sexual Harassment and Sexual Misconduct. The term "Sexual Harassment" means conduct on the basis of sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, or gender expression that constitutes Quid Pro Quo Harassment, Hostile Environment Harassment, or Sexual Misconduct. Sexual Misconduct. The term "Sexual Misconduct" means Dating Violence, Domestic Violence, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Assault, Incest, and Stalking. These terms are defined below and stated in University Policies GOV3103 – Policy on Prohibiting and Responding to Sexual Harassment/Sexual Misconduct - Students and GOV-3104 - Policy on Prohibiting and Responding to Sexual Harassment/Sexual Misconduct – Faculty and Staff.

- Dating Violence The term "Dating Violence" means violence, including sexual or physical abuse, or the threat of such abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. 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 individuals involved in the relationship. Dating Violence does not include conduct that falls within the definition of Domestic Violence.

- Domestic Violence. The term "Domestic Violence" means conduct that would constitute a felony or misdemeanor crime of violence under Virginia law committed by: (a) a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Virginia; (b) a person with whom the Complainant shares a child in common; (c) a person who is cohabitating or has cohabitated with the Complainant as a spouse or intimate partner; (d) a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Virginia; or (e) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of Virginia.

- Incest. The term "Incest" means nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by applicable state law.

- Non-Consensual Sexual Contact. The term "Non-Consensual Sexual Contact: means any sexual contact that occurs without Consent. 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 or causes a person to touch their own intimate parts or clothing directly covering such intimate parts. Examples of sexual contact include, but are not limited to, 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 may also be referenced as criminal sexual contact.

- Non-Consensual Sexual Intercourse. The term "Non-Consensual Sexual Intercourse" means any act of sexual intercourse that occurs without Consent. Sexual intercourse is defined by penetration (anal, oral, or vaginal), however slight, by a penis, tongue, finger, or inanimate object. Non-Consensual Sexual Intercourse may also be referred to as rape.

- Sexual Assault. The term "Sexual Assault" means Non- Consensual Sexual Contact, Non-Consensual Sexual Intercourse, and Incest. It also includes an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

- Stalking. The term "Stalking" means engaging in a course of conduct directed at a specific person (including surveillance, repeated phone calls, emails, text messages, social media messages, use of other technology 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.

Students, Faculty and Staff are made aware of the definitions, the prohibition of and the information on procedures that the university follows when a crime is reported and the rights within disciplinary proceedings through required Title IX training, on-going educational programs and initiatives, WELL courses and other policy requirements. These on-going educational programs and initiatives are described in University Community Educational Programs and Initiatives section of this report.

Hazing is prohibited by the University of Richmond. Reporting suspected hazing by an individual, group, or registered student organization should be reported to the University through any of the following methods:

- In-person to the Center for Student Involvement
- Online via the Hazing Incident Reporting Form (can be submitted anonymously)
- By phone at (804) 287-1238
- By email to Director of Student Involvement
- Students are also encouraged to report hazing to the University of Richmond Police Department

Any report of hazing shall be investigated and adjudicated pursuant to the procedures set forth in the University's Standards of Student Conduct. If a report of hazing involves potential sexual misconduct, it will be investigated under the procedures set forth in the University's Policy Prohibiting Sexual Misconduct. If a report of hazing involves a faculty or staff member, then such report shall be investigated and adjudicated pursuant to the Faculty Handbook or the applicable Human Resources policy. The full Hazing policy can be reviewed at https://policy.richmond.edu/documents/policy-pdfs/Public/Student-Development/hazing_policy.pdf

University of Richmond Policy Statement on Alcohol, Tobacco, and Other Drugs

The University of Richmond maintains a comprehensive policy governing the possession, use, and distribution of alcohol, tobacco, and other drugs. These policies are designed to promote the health and safety of the campus community and ensure compliance with applicable federal, state, and local laws.

The University will disseminate the Alcohol, Tobacco & Other Drug Policy to all students and employees on a semi-annual basis. A notification email will be sent in January and September after the "add/drop" period for classes.

Possession, Use, and Sale of Alcoholic Beverages

The University prohibits the unlawful possession, use, and distribution of alcoholic beverages on campus. Alcohol may only be possessed and consumed by individuals who are 21 years of age or older, and only in designated areas or at approved events. The sale of alcohol is restricted to licensed vendors operating under University oversight. Unauthorized possession or consumption of alcohol in residence halls, public spaces, or University-sponsored events is a violation of institutional policy.

Enforcement of State Underage Drinking Laws

The University enforces Virginia's underage drinking laws in coordination with the University of Richmond Police Department (URPD). Students under the age of 21 found in possession of or consuming alcohol are subject to disciplinary action under the Standards of Student Conduct. The institution also reserves the right to involve law enforcement when violations of state law occur.

Possession, Use, and Sale of Illegal Drugs

The possession, use, manufacture, or distribution of illegal drugs—including controlled substances not prescribed to the individual—is strictly prohibited. This includes marijuana, even if legally obtained under state law, as federal law continues to classify it as an illegal substance. Drug paraphernalia is also prohibited. Violations may result in disciplinary action, referral to law enforcement, and/or mandatory participation in educational or treatment programs.

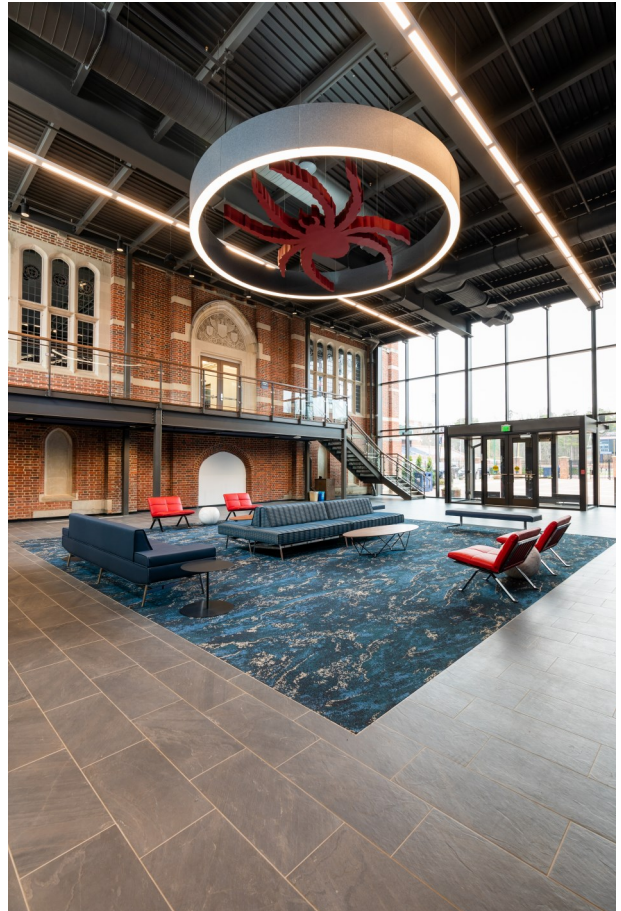### Enforcement of Federal and State Drug Laws

The University enforces all applicable federal and state drug laws. The URPD may investigate and refer cases for criminal prosecution when warranted. Institutional disciplinary procedures operate independently of criminal proceedings and may be initiated regardless of law enforcement involvement.

Drug and Alcohol Abuse Prevention Programs

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the University of Richmond maintains a Drug and Alcohol Abuse Prevention Program (DAAPP). This program includes annual distribution of written materials to all students and employees outlining:

• Institutional policies on alcohol and drug use

• Legal sanctions under federal, state, and local laws

• Health risks associated with substance abuse

• Available counseling, treatment, and rehabilitation services

• Disciplinary sanctions for violations

Educational efforts include workshops, outreach campaigns, and confidential support services through Counseling and Psychological Services (CAPS) and the Employee Assistance Program (EAP). The University conducts a biennial review of its DAAPP to assess effectiveness and ensure consistent enforcement

University Community Educational Programs and Initiatives

Educational Programs on Alcohol, Tobacco and Other Drugs are on-going and offered to student groups, organizations, and residence halls to help students learn more about alcohol, how it can affect them, and what choices they want to make about consuming alcohol. These programs include hazing prevention and education. The University will conduct in-person hazing prevention training that includes, among other topics, the dangers of hazing, including alcohol intoxication, applicable hazing laws, the content of this policy and other applicable policies, the University's conduct process for hazing, the fact that the conduct process is not a substitute for a criminal investigation or prosecution. Registered student organizations (RSO) are required to attend hazing prevention and alcohol misuse education seminars. The University of Richmond defines a selective RSO as any student organization that has a barrier to entry (could include new member periods, auditions, elections, etc.). All current members of the selective RSO are required to complete the training; attendance is tracked to ensure all members attend the training. If all current members do not complete the mandatory training by the end of the academic year, the RSO will be placed in an "inactive" status. When a selective RSO extends an offer to a student to join their organization, those new members are also required to attend a hazing prevention and alcohol misuse education seminar. If a new member does not complete the mandatory training, the new member will not be permitted to join the organization. Selective organizations are required to have all members attend hazing prevention once per status. All new students (first-year and transfer) receive hazing prevention and alcohol misuse education during required New Spider Orientation.

TIPS Training is an hour-long session to teach residents in the University Forest Apartments how to identify guests that have consumed too much alcohol and techniques they should use when confronting these students. TIPS Training is a requirement for apartment residents to register events with alcohol. Registered student organizations (RSOs) that want to host events with alcohol are required to attend a "TIPS and Risk Management Training" session, hosted by the Center for Student Involvement (CSI). All executive board members of the RSO are required to attend, in addition to all members of the RSO serving in the capacity of Risk Manager or Risk Team members. The training goes through how to identify guests who have consumed too much alcohol, techniques for confronting these students, the Events with Alcohol policy and procedures, as well as overall risk mitigation and hazing education. The training is required annually of every RSO who hosts events with alcohol.

Alcohol and Other Drugs Sanctions is an on-line education program designed to reduce hazardous alcohol use and the serious consequences that follow. This program combines personalized feedback, professional narration, interactive exercises, and proven intervention techniques to engage students in powerful learning experiences.

THC 101 is course geared toward individuals charged with violations including marijuana possession, distribution and drugged driving. The courses includes multiple lessons addressing THC's effects on health, changes in cannabis and it's potency, driving under the influence, state-specific laws and drug interactions.

Alcohol Edu is a course developed by prevention education and compliance experts, uses relatable scenarios and interactive elements to provide students with alcohol information, strategies for healthy behavior, and skills to support bystander intervention. All incoming students are required to take this course.

OkSOBERfest is a weeklong series aimed to celebrate sober curious folks, provide various options for stress relief, and offer tools for being intentional & mindful around our drinking practices.

Prevention Counseling If a student is hospitalized as a result of alcohol consumption, the substance abuse education coordinator meets with the student to discuss the incident and to develop a plan in the form of risk reduction to prevent this from reoccurring in the future.

Alcohol or Drug Evaluations Under certain circumstances, students may be required to complete an alcohol or drug evaluation with a substance abuse counselor. These evaluations are completed at an off campus facility. The recommendations from the evaluation are shared with the Prevention & Recovery Support Coordinator and the student is required to complete any recommendations described in the evaluation.

Required Training for all University of Richmond Students:

1. **WELL 100 - Vector Sexual Assault Prevention for Undergraduates (Online)**
   All incoming 1st year students complete this online component of WELL 100 which has the following learning outcomes:
   1. Identify characteristics of healthy and unhealthy relationships, with an emphasis on personal values and caring communities;
   2. Distinguish between consent and non-consent, and increase behaviors that lead to mutually agreed-upon (consensual) intimacy;
   3. Recognize the pervasiveness of sexual/relationship violence in our culture, understand misperceptions about this violence, and experience decreased tolerance of sexual assault, relationship violence and stalking (including language, attitudes, and behaviors that support violence); and
   4. Feel increased compassion for victims of sexual assault, violence, or stalking and confidence in their ability to offer support to someone who has experienced one of these crimes recognize the behaviors of a responsible bystander, and identify ways in which they can intervene and support others.

2. **WELL 100 - 1st Semester for 1st year Students "Introduction to the University"** All incoming 1st year students complete a semester long "Introduction to the University" course in their first semester. Relevant topics covered: Engaging students in scenarios that prepare students to be active bystanders, reviewing of Safe Spiders Protocol and the PUBS acronym, reviewing harm reduction techniques related to alcohol consumption, providing resources for sober outing alternatives and recovery support, providing education on how Alcohol, Tobacco and Other Drugs (ATOD) impacts the body and provide alternative options for stress relief, consent, incapacitation, healthy relationships and sexuality.

   Examples of the material covered in this course include:

Incapacitation & Consent

What does incapacitation look like?
   1. Slurred speech; 2. Vomiting; 3. Stumbling/can't walk without assistance; 4. Person smells like alcohol; 5. "Passed out" or unconscious

Incapacitation is a state beyond drunkenness or intoxication. A person's ability to give consent is voided when they are incapacitated.

Incapacitation can be caused by a temporary or permanent physical or mental impairment, such as:
   1. Sleeping; 2. Prescribed or over-the-counter medications; 3. Physical or mental disability

   We primarily see incapacitation on a college campus as a result of alcohol and/or other drug consumption.

Spiders C.A.R.E about Consent

C: clear and capacitated communication
   1. Communication through words or actions

A: affirmative
   1. Not using coercion, guilt, or threats to engage in sexual activity
   2. Cannot be gained by force, ignoring objections, or inferred from silence

R: reciprocal and retractable
   1. Everyone involved needs to ensure consent
   2. It can be taken away at any time

E: every partner, every act, every time
   1. Consent with one activity or partner does not automatically imply consent to another activity or partner.
   2. Need to check in before and throughout every interaction, every time

6 D's of Bystander Intervention
1. Direct - Speak up against the violence/harmful behavior taking place. "that sounds racist" "it sounds like you are trying to control your partner" "they're too drunk to consent tonight"
2. Distract - Indirectly de-escalate the situation by creating a distraction. "Do I know you? You look familiar". "did we go to high school together?"
3. Delegate - Get help from others to stop the act of violence in progress. Ex: talking to RA; other resources provided
4. Document - Keep record of the situation to prevent and help those who were affected in the future. Keep record if it is unsafe to intervene in another way. Used last. Can let victim know you have evidence that may use later
5. Delay - After the act of violence is over, check on the wellbeing of the person and see how you can help them further. "are you ok? What can I do to support?
6. Defend - defend another person who intervenes. Can be difficult to go against the grain. Create a culture of bystander Intervention

3. **New Spider Orientation – Violence Prevention with CARE and URWELL Peer Educators & Understanding Title IX:** In the Violence Prevention workshop with CARE (Center for Awareness, Response & Education) and URWell Peer Educators, students learn the signs of consensual interactions in both sexual and non-sexual settings. Risk reduction involves practicing "everyday consent," they recognize that they have skills to negotiate boundaries, and enhance skills of practicing consent through modeling and examples. URWell Peer Educators share real stories of bystander intervention, hookup culture, and safety planning, while modeling the norms of a healthy campus community.

   In the Understanding Title IX presentation, students learn about the University's Title IX policy and procedures, along with how to report sexual misconduct and the support resources available.

4. **New Spider Orientation (BACk Stories)** This educational program is facilitated by the Health Educator, the Recovery Support Specialist, and URWELL Peer Educators. In this program students learn about the Safe Spiders Protocol, how to recognize signs of alcohol poisoning, harm reduction techniques for alcohol consumption, recovery support programming, and sober outing alternatives.

5. **WELL 102 - Vector's "Consent and Bystander Intervention" Online Program**
   This program is mandatory for all 2nd year and incoming transfer students. In this refresher course building on education from the first year, students are provided with ongoing education on consent, "yes means yes," and safer strategies for bystander intervention.

Education Programs for Sexual Assault Prevention are on-going and are offered to student-athletes, fraternities, sororities, student organizations, and other groups/classes. These are offered on a requested basis and base programs that are tailored to a specific community's needs. All workshops are intended to be at least 60 minutes. These programs supplement community-wide programs such as: Red Flag Campaign, My Costume is Not My Consent, Everyday Consent, PleasureFest, Take Back the Night, and Denim Day. Staff and Faculty Workshops options are also available.

URWell Peer Educators serve an important role at University of Richmond to engage their fellow Spiders in promoting healthy behaviors through outreach and educational programs.

   URWell Peer Educators are trained in facilitation skills, active listening, and health promotion content areas such as: violence prevention (ex: bystander intervention, risk reduction, consent, healthy relationships, etc), sexual health, alcohol, tobacco, and other drugs (ATOD), mental health, cultural sensitivity, and more.

Let's Talk About [Consensual] Sex, Baby!
   This is an interactive workshop on consent and sexual health. Participants will:
   - Gain a holistic understanding of behaviors that make up the continuum of violence.
   - Recognize the signs of enthusiastic consent as well as red flags of violence.

- Increase confidence and tools for negotiating consent.
- Identify barrier methods such as external condoms, internal condoms, and dental dams and understand proper use.
- Identify campus and community resources to provide support for people impacted by interpersonal violence.

Healthy -Ships Whether it's a [capital R] Relation-ship, a situation-ship, a flirtation-ship, a penetration-ship, or a friend-ship, healthy and unhealthy behaviors can show up in all types of interactions with others. In this workshop, participants will:

- Understand healthy, unhealthy and abusive behaviors in relationships and how context matters.
- Identify campus and community resources to provide support for people impacted by interpersonal violence.

How to Support a Survivor A workshop on being trauma-informed in our responses to someone disclosing

they've experienced violence. Participants will:

- Gain a holistic understanding of behaviors that make up the continuum of sexual and interpersonal violence.
- Learn what advocacy means in relation to supporting survivors of interpersonal violence and how this is different than counseling.
- Identify ways to be trauma-informed in their response to someone disclosing they've experienced interpersonal violence.
- Identify campus and community resources to provide support for people impacted by interpersonal violence.

Give me the Green Light Positive sexual experiences can't exist without all parties involved enthusiastically consenting. In this workshop, participants will:

- Identify red, yellow, and green lights of consent.
- Identify campus and community resources to provide support for people impacted by interpersonal violence.

Spiders for Spiders: Preventing Sexual Violence

Participants will:

- Increase confidence to be an active bystander.
- Gain at least one new strategy for bystander intervention
- Increase knowledge of warning signs of problematic situations.
- Identify campus and community resources to provide support for people impacted by interpersonal violence.

One Love's "Escalation" The One Love Foundation was created in honor of Yeardley Love, a senior at University of Virginia, who was killed by her former boyfriend in 2010. "Escalation" is a compelling film that tells the story of an abusive relationship - from it's sweet beginnings to it's tragic end. Participants will be able to:

- Identify red flags of intimate partner violence. Identify tools for intervening when they are concerned about a friend's relationship. Identify campus and community resources to provide support for people impacted by interpersonal violence.

One Love's "Behind the Post" The One Love Foundation was created in honor of Yeardley Love, a senior at University of Virginia, who was killed by her former boyfriend in 2010. This workshop explores the ways social media can skew our view of the relationships around us and influence our decisions to stay in unhealthy ones. Participants will be able to:

- Gain a better understanding of digital consent. Identify red flags of intimate partner violence. Identify campus and community resources to provide support for people impacted by interpersonal violence.

One Love's "Amor Del Bueno" The One Love Foundation was created in honor of Yeardley Love, a senior at University of Virginia, who was killed by her former boyfriend in 2010. In this film, viewers follow the relationship of Julio and Mariana, who's relationship may look like amor del bueno or real love on the surface, but underneath lies unhealthy dynamics. Participants will be able to:

- Identify signs of healthy and unhealthy relationships. Identify campus and community resources to provide support for people impacted by interpersonal violence.

One Love's "Because I Love You" The One Love Foundation was created in honor of Yeardley Love, a senior at University of Virginia, who was killed by her former boyfriend in 2010. In these short films, viewers see how seemingly healthy phrases like "Because I love you" can be used as a tool for manipulation, deflecting responsibility, and control. Participants will:

- Identify signs of healthy and unhealthy relationships. Identify ways to intervene when concerned about a friend's relationship. Identify campus and community resources to provide support for people impacted by interpersonal violence.

Thank U, Next: Healthy Breakups Relationship breakups are tough, but that doesn't mean they have to be messy. In this workshop, participants will be able to:

- Identify the signs of stalking. Identify healthy and unhealthy behaviors when breaking up or changing the status of a relationship. Identify campus and community resources to provide support for people impacted by interpersonal violence.

Blurred Lines: Understanding Rape Culture

When thinking about what causes violence, people often look at individual or interpersonal factors. How do society, media, policies, norms and other factors create a culture which allows violence to continue happening? In this workshop, participants will:

- Define rape culture. Identify ways media, gender roles, and norms contribute to violence. Identify ways to undermine the culture of violence. Identify campus and community resources to provide support for people impacted by interpersonal violence.

Peer Sexual Misconduct Advisors (PSMAs) Peer Sexual Misconduct Advisors (PSMA) are UR students who serve as confidential peer advocates trained in Title IX policy, procedure, and emotional support resources. PSMAs are students who are selected through an application process and complete extensive training from the Title IX Coordinator, URPD, CAPS, St. Mary's Hospital, Safe Harbor, the Hub

for Student Inclusion and Community, and the Richmond Commonwealth's Attorney. All contact is confidential because the PSMAs are not employees of the University. A Peer Sexual Misconduct Advisor is available 24/7 while classes are in session and can be connected with a student through: Phone number (call or text): 804-346-7674 or Email: psma@richmond.edu

Employee Compliance Training The University is committed to operating as a model institution of higher education, sustaining superb faculty and staff and administering the institution with the highest standards of innovation and professionalism. As part of the University's Compliance Program, all new employees are required to participate in training to ensure we comply with applicable laws and regulations. All new employees are required to participate in Title IX training for Dating Violence, Domestic Violence, Sexual Assault and Stalking awareness and includes bystander intervention and risk reduction by promotion of healthy relationships, education and support. Additional trainings include FERPA, Harassment and Discrimination Prevention, and Workplace Safety training upon hire. Additional and on-going training may be required for specific roles and departments on campus.

Other Training & Programs In addition to the required training, the University offers additional training to all employees on a range of compliance topics such as:

- Campus SaVE;
- FMLA Leave;
- HIPAA Privacy Essentials;
- Workplace Ethics;
- New Employee Orientation;
- New Manager
- Employee Assistance Programs and;
- Other on-going HR, Well-Being and C.A.R.E. Workshops and trainings

All compliance training is available through the UR Workday portal on the University's Human Resources website.

Procedures Victims Should Follow After an Incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

Applicable to Students & Employees

In accordance with University of Richmond policies GOV-3103 and GOV-3104, when a member of the campus community experiences sexual assault, domestic violence, dating violence, or stalking, the institution outlines specific procedures to support the victim and ensure a coordinated response. Victims are strongly encouraged to prioritize personal safety and preserve any physical evidence that may assist in proving the offense or obtaining a protective order. This includes avoiding bathing, changing clothes, or discarding items that may contain forensic evidence. Medical attention should be sought promptly, and victims may request a Physical Evidence Recovery Kit (PERK) examination at designated hospitals. Evidence collected may be retained for up to two years, allowing victims time to consider their reporting options.

Reports of such incidents may be submitted by phone, online reporting or in-person to the Title IX Coordinator, the Deputy Title IX Coordinator for Students or Employees, the University of Richmond Police Department (URPD). Victims retain the right to determine whether they wish to involve law enforcement. They may notify URPD or local police directly, request assistance from campus authorities in doing so, or decline to notify law enforcement altogether. URPD detectives are available to consult with victims prior to filing a report, and filing does not obligate the victim to pursue criminal prosecution.

URPD can assist victims who wish to pursue protective orders, no-contact orders, or similar lawful measures through the courts or the University. The URPD Victim/Witness Services and community partners such as Safe Harbor offer advocacy and support throughout this process. The University also provides protective measures, including academic accommodations, housing modifications, transportation, workplace adjustments, and administrative leave, as appropriate to the victim's role and needs. The University will maintain the confidentiality of the Supportive Measures provided to a Complainant, Respondent, or witness unless the disclosure is necessary to implement supportive measure(s), to restore or preserve the Complainant's or Respondent's access to the University's Education Program or Activity, or one or more of the exceptions to the confidentiality requirement set forth policy. The Title IX Coordinator may consult with the Office of Disability Services to ensure that any Supportive Measure offered is implemented in a manner consistent with applicable disability laws and regulations.

Written Notifications to Victims of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

Applicable to Students & Employees

In accordance with University of Richmond policies GOV-3103 and GOV-3104, the institution will provide written notification to any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking. This notification will include a comprehensive explanation of the individual's rights and available options, regardless of whether the offense occurred on or off campus.

Victims will receive written information about available support services both within the institution and in the surrounding community. These services include access to counseling and mental health support through CAPS (for students) and the Employee Assistance Program (for employees), medical care, victim advocacy through URPD Victim/Witness Services and Safe Harbor, and legal assistance referrals.

The University will also provide written notification outlining available accommodations and protective measures. These may include changes to academic arrangements (for students), working conditions (for employees), housing modifications, transportation assistance, and the implementation of no-contact directives or other interim measures. Victims are informed of how to request these changes and whom to contact—typically the Title IX Coordinator, Deputy Title IX Coordinators, or designated campus officials. These accommodations are available upon request and are provided when reasonably available, regardless of whether the victim chooses to report the incident to campus police or local law enforcement.

Additionally, the institution ensures that its procedures for disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, or stalking are provided in writing. These procedures include information about investigation steps, hearing processes, appeal rights, and potential sanctions, and are communicated to both the complainant and respondent throughout the resolution process.

Student Disciplinary Procedures
Standards of Student Conduct
The University of Richmond adjudicates student allegations of dating violence, domestic violence, sexual assault, or stalking through the Title IX Formal Resolution Process. The Title IX process applies when jurisdictional criteria are met and includes a live hearing with cross-examination.

Upon receipt of a complaint, the Student Conduct Administrator or Title IX Coordinator initiates an investigation. Investigations are typically completed within 60–90 days, and the process is designed to be prompt and equitable. A decision-maker, separate from the investigator, renders a determination following a hearing. Students may file complaints with the Title IX Coordinator, Deputy Title IX Coordinator for Students, or via the online reporting form.

The Title IX Coordinator determines which process applies based on the nature of the allegation, location of the incident, and parties involved. All proceedings use the preponderance of the evidence standard. Sanctions may include disciplinary probation, suspension, expulsion, educational sanctions, and no-contact orders

Supportive measures are available regardless of whether a formal complaint is filed and may include academic accommodations, housing changes, transportation assistance, counseling, and no-contact orders

All proceedings are conducted in a prompt and equitable manner. Both the complainant and respondent may be accompanied by an advisor of their choice at any meeting or proceeding. The University will simultaneously notify both parties in writing of the outcome, appeal procedures, any change to the result, and when the result becomes final.

Staff Disciplinary Procedures
Progressive Discipline Policy & Staff Grievance Procedure
Staff allegations of dating violence, domestic violence, sexual assault, or stalking are addressed through the Title IX Formal Resolution Process or the Progressive Discipline Policy. Title IX cases involve investigation, live hearing, and appeal. Non-Title IX matters may be resolved through Human Resources procedures.

Investigations are typically completed within 60–120 days and are conducted in a prompt and equitable manner. The decision-maker is separate from the investigator. Complaints may be filed with the Title IX Coordinator, Deputy Title IX Coordinator for Employees, Human Resources, or via the online reporting form.

The Title IX Coordinator determines whether the Title IX process applies. If not, Human Resources assigns the appropriate disciplinary track. All proceedings use the preponderance of the evidence standard. Sanctions may include written warning, suspension, termination, or other corrective actions.

Supportive measures include workplace modifications, administrative leave, counseling, and no-contact orders. These are provided as reasonably available, regardless of whether a formal complaint is filed.

Proceedings are conducted in a prompt and equitable manner. Both parties may be accompanied by an advisor of their choice. The University will simultaneously notify both parties in writing of the outcome, appeal procedures, any change to the result, and when the result becomes final.

Faculty Disciplinary Procedures
Faculty Handbook
Faculty allegations of dating violence, domestic violence, sexual assault, or stalking are adjudicated through the Title IX Formal Resolution Process and in accordance with the University Policy on Preventing and Responding to Sexual Harassment/Sexual Misconduct—Faculty and Staff. Title IX cases involve investigation, live hearing, and appeal.

Investigations are typically completed within 60–90 days and are conducted in a prompt and equitable manner. The decision-maker is separate from the investigator. Complaints may be filed with the Title IX Coordinator, Provost, or online reporting form.

All proceedings use the preponderance of the evidence standard. Sanctions may include written reprimand, suspension, termination, or other disciplinary actions. Supportive measures include workplace modifications, administrative leave, counseling, and no-contact directives . These are provided as reasonably available, regardless of whether a formal complaint is filed.

Proceedings are conducted in a prompt and equitable manner. Both parties may be accompanied by an advisor of their choice. The University will simultaneously notify both parties in writing of the outcome, appeal procedures, any change

to the result, and when the result becomes final.

The University of Richmond conducts annual training of all decision makers in the University's Title IX process. To ensure compliance with the Federal Regulations, decision makers receive training on the following: what constitutes sexual harassment, conducting investigations and grievance procedures including mediation, avoiding bias and conflicts of interest. You can find a complete list of trainings by decision maker at https://compliance.richmond.edu/title-ix/training.html

Upon written request from an alleged victim of any crime of violence or a non-forcible sex offense, the final results of the institutional disciplinary proceeding regarding the alleged crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the victim for purposes of this disclosure. This disclosure shall be limited to the name of the accused student, the violation found to have been committed or the finding that no violation was committed, and any sanction imposed against such student

University Policies

1. Alcohol, Tobacco, and Other Drug Policy
2. Policy on Prohibiting and Responding to Sexual Harassment / Sexual Misconduct - Students
3. Policy on Prohibiting and Responding to Sexual Harassment / Sexual Misconduct - Faculty and Staff
4. Policy Prohibiting Discrimination
5. Standards of Student Conduct
6. Progressive Discipline and Staff Grievance Procedure
7. Faculty Handbook
8. Privacy of Education Records (FERPA) Policy

Status of Title IX and Clery Regulations

We monitor the developing legal landscape and will provide additional updates as necessary. What remains constant, is our commitment to prohibiting and responding promptly and equitably to reports of sexual harassment or sexual misconduct.

Questions about Title IX compliance can be directed to Kris Henderson, Director of Compliance and Title IX Coordinator, khender3@richmond.edu, 804 289-8186.

Annual Fire Safety Report

The Fire Safety Report is completed by the Safety Specialist in the Department of Environmental Health and Safety (EHS).

Safety Education and Training All first year students receive fire safety training during the orientation process. All Residence Life staff receives annual fire safety training. Residence hall fire safety inspections are conducted and utilized to help increase aware- ness of, and compliance with fire safety regulations. EHS provides a fire safety program for use in the residence halls.

The program includes:

- Fire Safety Policy
- Cover the policy, especially the high points and most frequent violations.
- Discuss the reasons for certain portions of the policy that may not be easily understood, i.e. why we minimize posting any decorative materials.
- Fire Evacuation Procedures
- Discuss the nature of fire.
- Discuss evacuation plans and how to respond to smoke or fire in an exit pathway.
- Fire Survival Procedures
- Discuss what needs to be done if escape from a room or the building is not an option.
- Fire Extinguisher Use
- Explain our policy pertaining to fire extinguisher usage.
- Discuss the necessary conditions which need to be in place prior to fighting a fire.
- Discuss how to operate a fire extinguisher.
- Conduct a live fire training.

Fire Drills
Residence Life staff are trained prior to the beginning of each year to facilitate and critique fire drills. During the 2024 calendar year, the University of Richmond conducted 63 fire drills. Each residence hall has 2 fire drills conducted each semester or 4 drills per year. Weather events may delay or cancel scheduled drills. The goal is to ensure safe evacuation in the event of a fire emergency through remembering the following:

- 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 all reports are sent to EHS.

Plans for improving fire safety, in conjunction with current on-campus facilities and housing redevelopment projects, fire safety equipment and alarms will be upgraded as needed. The Fire Safety Specialist works with facilities and contracted fire safety specialists to inspect, maintain and replace any fire safety equipment, to include building smoke detectors, that may be malfunctioning or in need of other service.

Residence Hall Policies
- Smoking is prohibited to include e-cigarettes.
- Open flames are prohibited on campus, including in residence halls, without prior approval.
- Candles, incense, flame producing products are prohibited.
- The following items are prohibited in all residential facilities:
  - Space heaters;
  - Hot plates;
  - Toaster ovens (not permitted in residence halls);
  - Grilling machines **of any form** (not permitted in residence halls);
  - 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, EHS, and Risk Management two times per year.

The entire University Housing Fire Safety Policy can be viewed at: https://ehs.richmond.edu/fire/housing/

Reporting a Fire Emergency

All fire emergencies are to be reported to the URPD. URPD can be reached by using an ERTS phone, call-ing 911 from any building phone, or (804) 289-8911, if using a cell phone. Callers should place their call from a safe location outside the building and provide emergency personnel with specific information in-cluding your name, location of the incident, and nature of the emergency. If there are signs of a previous fire you suspect may have not been reported, reporters are urged to contact the URPD non-emergency number at (804) 289-8715.

Procedures for Fire Emergencies
- 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 ERTS phone, dial 911 from any cam-pus emergency phone, or if using a cell phone (804)289-8911 and inform authorities of your situa-tion and location.

- 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 re-turn 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 (URPD) 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.

- 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.
- 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 Safety Log

The Higher Education Opportunity Act (HEOA) requires institutions that participate in Title IV and that maintain on-campus housing to publish an annual fire safety report and to keep a log in which they record all fires in on-campus student housing that occur throughout the year, including the nature of the fire, date, time and general location.

Police Report Incident #	Report Date	Incident Date/Time	Nature of Fire	Location	Number of Deaths	Number of Injuries	Value Property Damaged
2022-000443	02/09/2022	02/09/2022 10:45 PM	Fire-Other: A partially burnt paper bag was found in the trash can near room 252. The incident was reclassified from arson due to the investigation showing it was not willful or intentional.	North Court	None	None	None
2022-000484	2/13/2022	02/13/2022 4:30 PM	Cooking: Resident was cooking in the oven and items caught fire. Items were put out by the use of a fire extinguisher.	University Forest Apartment 168-A	None	None	$50.00
2023-002364	08/15/2023	08/15/2023 20:03 hours	Fire-Other: User error setting the microwave clock, may have activated the microwave instead of setting the clock	Gray Court	None	None	$50.00

No residence hall fire reports in 2024

General Note: Under the Nature of Fire the cause categories used:

- **Unintentional Fire:**

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

- **Intentional Fire**
- **Undetermined Fire**

Fire Safety Equipment in Residence Halls

Building and Address	Fire Alarm Type	Combustible Gas/CO Detectors	Suppression System(s)	Total Fires
Atlantic House 332 College Road	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 244 Richmond 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
Gateway Village Apartment 55 157 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 56 153 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 57 155 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 58 151 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
Gray Court 416 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.	1 (2023)

Building and Address	Fire Alarm Type	Combustible Gas/CO Detectors	Suppression System(s)	Total Fires
Residence Hall #1 242 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 451 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
Lakeview Hall 256 Richmond Way	Addressable system continuously monitored by a Central Station throughout the entire building to include each student room.	Yes	(Wet System) building is fully sprinkled. Kitchen Hood for limited access kitchen. Fire extinguishers in each Resident Life Staff member room.	None
Law Dorm III 336 College Road	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 403 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
Marsh Hall 258 Richmond 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's room.	None
Residence Hall #3 248 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.	None
Moore Hall 250 Richmond 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 Residence Life Staff member's room.	None

Building and Address	Fire Alarm Type	Combustible Gas/CO Detectors	Suppression System(s)	Total Fires
North Court 421 Westhampton 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.	1 (2022)
Pacific House 330 College Road	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
Robins Hall 240 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 Residence Life Staff member's room.	None
South Court 431 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 memer's room.	None
Residence Hall #2 252 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
Westhampton Hall 433 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
Wood Hall 254 Richmond 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 memer's room.	None
University Forest Apartment Blocks 160, 162,164, 166, 168, 170, 172, 191, 193, 470, 472, 474, 476, 481, 483, and 486.	Addressable system continuously monitored by a Central Station throughout common areas and residence rooms.	Yes	Fire extinguishers in common areas	(1) - 168-A (2022)

Temporary Modular Residential Housing Facilities Used For COVID Isolation and Quarantine

Building and Address	Fire Alarm Type	Combustible Gas/CO Detectors	Suppression System(s)	Total Fires
Westhampton Modular Units ; 501-510 Westhampton Way	Smoke alarms	N/A	Fire extinguishers	None

*Westhampton Modular Units 505-510 were decommissioned and removed in Summer 2023.

*Westhampton Modular Units 501-504 were decommissioned and removed in Summer 2024.

Facility - Address	Total Fires 2022	Total Fires 2023	Total Fires 2024	Specific Location	Cause of Fire	Injuries	Deaths	Damage
501 Modular Unit, 501 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
502 Modular Unit, 502 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
503 Modular Unit, 503 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
504 Modular Unit, 504 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
505 Modular Unit, 505 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A
506 Modular Unit, 506 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A
507 Modular Unit, 507 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A
508 Modular Unit, 508 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A
509 Modular Unit, 509 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A
510 Modular Unit, 510 Westhampton Way	0	0	N/A	N/A	N/A	N/A	N/A	N/A

Facility - Address	Total Fires 2022	Total Fires 2023	Total Fires 2024	Specific Location	Cause of Fire	Injuries	Deaths	Damage
Atlantic House, 352 College Road	0	0	0	N/A	N/A	N/A	N/A	N/A
Bostwick Residence 15, 15 Bostwick Lane	0	0	0	N/A	N/A	N/A	N/A	N/A
Bostwick Residence Five, 5 Bostwick Lane	0	0	0	N/A	N/A	N/A	N/A	N/A
Dennis Hall, 244 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Gateway Village 151, 151 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
Gateway Village 153, 153 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
Gateway Village 155, 155 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
Gateway Village 157, 157 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
Gray Court, 416 Westhampton Way	0	1	0	3rd Floor, Room 358	Fire-Other: User error setting the microwave clock, microwave activated instead of setting the Clock	N/A	N/A	$50
Keller Hall, 451 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Lakeview Hall, 256 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Law Dorm, 348 College Road	0	0	0	N/A	N/A	N/A	N/A	N/A
Lora Robins Court, 403 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Marsh Hall, 258 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Moore Hall, 250 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
North Court, 421 Westhampton Way	1	0	0	2nd Floor Hallway	Fire-Other: partially burnt paper bag found in trash can in 2nd floor hallway. The incident investigation determined it was not intentional.	0	0	None
Pacific House, 354 College Road	0	0	0	N/A	N/A	N/A	N/A	N/A
Residence Hall No. 1, 242 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Residence Hall No. 2, 252 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Residence Hall No. 3, 248 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A

Facility - Address	Total Fires 2022	Total Fires 2023	Total Fires 2024	Specific Location	Cause of Fire	Injuries	Deaths	Damage
Robins Hall, 240 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A
South Court, 431 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 160, 160 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 162, 162 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 164, 164 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 166, 166 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 168, 168 UR Drive	1	0	0	UFA 168-A Kitchen	Cooking: Resident was cooking in the oven and items caught fire.	0	0	None
University Forest Apartments - 170, 170 UR Drive	0	0	0	N/A	N/A	0	0	None
University Forest Apartments - 172, 172 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 191, 191 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 193, 193 UR Drive	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 470, 470 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 472, 472 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 474, 474 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 476, 476 Westhampton Way	0	0	0	N/A	N/A	0	0	None
University Forest Apartments - 481, 481 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 483, 483 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
University Forest Apartments - 486, 486 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Westhampton Hall, 433 Westhampton Way	0	0	0	N/A	N/A	N/A	N/A	N/A
Wood Hall, 254 Richmond Way	0	0	0	N/A	N/A	N/A	N/A	N/A