



## Campus Security Policy Statements and Crime Statistics

October 1, 2023

Public Safety: (540) 453-2370 or (540) 453-2503

If you are aware of an emergency or have immediate safety concerns, call 911 and report the danger to:

- 9-911 from a College Phone
- 911 from your cell phone

**Do not assume others will report it. See something, say something.**

Practice Situational Awareness:

- Remain aware of your surroundings and individuals within the immediate area.
- Do not leave items unattended in unlocked offices, classrooms, computer labs, cafeteria, hallways, other public spaces, or vehicles.

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## Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Act”) requires colleges and universities to report annually information regarding their campus security policies and campus crime statistics. This report is submitted in compliance with the Act.

In partnership with our employees, students, and communities the Blue Ridge Community College (BRCC) Public Safety Department works closely with College administration to support an open and safe educational environment that fosters academic excellence and student success by providing professional security, safety, and emergency services.

Significant effort has been given to planning and outlining the procedures to be followed in the event of emergencies that can occur on a college campus. The College’s safety plans are available for viewing on the [Campus Status](#) page of the BRCC website.

This report is prepared in cooperation with the Public Safety Office, local law enforcement agencies, and the BRCC Campus Security Authorities (CSAs). The Public Safety Office works diligently to provide updated information, safety education and safety programs to the College and local communities.

During the first quarter of every calendar year, the BRCC Public Safety Office makes a good faith effort to collect crime statistics from the following law enforcement agencies by sending a request letter for the Clery geography definitions defined in this Introduction. These agencies are the Augusta County Sheriff’s Office, Staunton City Police Department, Waynesboro Police Department and the Rockingham County Sheriff’s Office and the data collected is reported under the Public Property category.

BRCC has a main campus and remote centers as defined by the following geographic descriptions:

Augusta County, Virginia:

- The main campus located in Weyers Cave is bounded by:
  - College Lane and adjacent lands to the north up to Weyers Cave Road (VA 256) and, State Route 928 (Weller Pond Lane) to the south, between U.S. Interstate 81 to east, and U.S. Route 11 to the west
- The Aviation Maintenance Training Center is located in Weyers Cave within the boundaries of the Shenandoah Valley Regional Airport
- The Commercial Driving Program truck driving range located in Verona, within the boundaries of the Augusta County Government Center complex
- The Forklift Program located in Weyers Cave, 97 Railside Dr.
- The Waynesboro Online Outpost, 110 North Wayne Avenue, Waynesboro, VA.

Rockingham County, Virginia:

- Blue Ridge Community College Welding Training Center located in Rockingham County, Mount Crawford area (4901 Crowe Drive Suite 4915) is bounded by Cecil Wampler Road (Route 704) on the north, to the end of Crowe Drive to the south, between Scholars Road to the east, and Crowe Drive to the west

## Reporting Crimes and Other Emergencies

Students, faculty, staff, guests, and community members are encouraged to report all crimes and safety issues to the Public Safety Office to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community. Public Safety personnel, which includes the Public Safety Coordinator, Police Officer and Campus Security Officers (CSOs) can be reached by calling extension 602370 from any campus phone. Additionally, for any emergency, contact 911 (9-911 from any campus phone) and an appropriate emergency response will be dispatched. Emergency call boxes are located in the South parking lot, behind the Recreation Center and in the parking deck. The Call Boxes have two buttons programmed to reach either the Public Safety office or 911. When properly used, these Call Boxes serve as an enhancement to our security on campus.

## Campus Security Authorities (CSAs)

To report an actual or possible crime, contact the Public Safety Office at 540-453-2503 (non-emergencies), 9-911 (emergencies only), or Security at 540-453-2370 or ext. 602370 from any campus phone. BRCC crimes statistics compiled for this report are based on data provided by the Director of Public Safety, Campus Police, local law enforcement agencies, CSAs, and Title IX Coordinator and are presented in Appendix A.

Although we encourage the reporting of campus criminal activity to the Public Safety Office, in some instances members of the campus community may choose to file a report with a CSA. Any reportable crime made to a CSA or Title IX Coordinator must be immediately transmitted to the Public Safety Office.

In addition to department heads, managers, supervisors, student services officials, and student club advisors, the following have been designated as CSAs:

CSAs submit information using the CSA Reporting Form as presented in Appendix C, or via email with contact information and details. During the first quarter of the calendar year all CSAs and the Title IX Coordinators are contacted requesting any additional reports not submitted during the previous year. This information along with the data provided by local law enforcement is combined with Campus Public Safety data and entered into the web-based data collection and this report.

Academic Counselors are encouraged to tell students about the reporting procedures outlined in this document. As noted below, confidential reports/anonymous reports are extremely valuable in order to prevent further victimization and to obtain a more accurate portrait of BRCC campus crime activities.

Although BRCC is a safe campus, this does not mean that students should not be conscious of safety issues. Faculty, staff, and students are advised to keep their vehicles locked while in the BRCC parking lots, and to keep their belongings with them at all times. They are also asked to report any suspicious person, behavior, or package to the Public Safety Office.

If minor offenses involving college rules and regulations are committed by faculty, staff or students, the Public Safety Office will refer the individual to the Vice President of Instruction and Student Services or Vice President of Finance and Administration via the Human Resource Director.

The Public Safety Office is tasked with reporting to Buildings & Grounds areas of the campus that may create safety concerns. Any faculty, staff, or student may also report a safety concern to Buildings & Grounds or the Public Safety Office.

## Confidential Reporting Procedures

If the victim of a crime or a witness to a crime does not want to pursue action within the college system or the criminal justice system, he/she may still want to consider making a confidential report. Confidentiality will be respected within the limits of the law.

With the victim's permission, the Public Safety Office can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while allowing the college to take steps to ensure the future safety of the victim and others. With the information, the college can keep an accurate record of the number of incidents involving students, faculty, and staff to determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

## Pastoral/Counselor Reporting Procedures

BRCC does not have Pastoral or Licensed counselors on campus. BRCC works closely with Valley Community Services Board (VCSB) to provide access to mental health counselors. All academic advisors are asked to encourage their students to report crimes to the Public Safety Department and refer them to VCSB as necessary.

## Emergency Notification and Evacuation in Event of Emergency

The purpose of the BRCC Safety Manual is to establish clear guidelines detailing the appropriate response to emergency, disaster, and crisis situations. The goal of this manual is to limit the loss of life and property and achieve a safe and effective resolution in the event of an emergency or crisis that affects community members and/or the operations of the college.

In the event of an emergency, the Incident Command Team (ICT) will be contacted. If appropriate, the ICT will make decisions regarding timely warnings and college responses. A timely warning will not be delayed pending the notification of the ICT. The ICT is comprised of key college administrators who are responsible to prepare for and respond to campus emergencies with key members authorized to initiate timely warnings, as appropriate. The ICT will confirm that a significant emergency or dangerous situation exists and will:

- Determine the appropriate segment(s) of the campus community to receive notifications.
- Determine the content of the notifications
- Initiate the notification systems.

In the event of a crisis or emergency students, faculty, and staff will be notified of the situation and provided direction on how to avoid potential harm. The college has emergency text messaging capability for members of the college and local communities. Through this method, the college can send text messages to those who have provided the requisite information. A web-based sign up system allows the campus community to register for this service from any computer on or off campus.

Faculty, staff, and students are strongly encouraged to provide cell phone numbers and email addresses for inclusion in the emergency notification system. Access to the emergency text alert sign up can be found here: [BRCC VA Alert System](#)

The system is tested at minimal on an annual basis. The Public Safety Office documents all tests including date, time, and whether it was announced or unannounced.

The following CSA's have the authority to disseminate timely warnings and emergency notifications:

- College President
- Vice President of Academic Affairs
- Vice President of Finance and Administration
- Academic Deans
- Dean of Continuing Education
- Dean of Student Services
- Director of Public Relations
- Director of Public Safety

One of these officials will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Considering the safety of the community, the CSAs will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the official(s), compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. The college also can notify the campus community of an emergency through CISCO phone public address system and the college's web site. In addition, both the campus community and the greater community can be notified by local radio and TV stations.

After the initial notification, follow-up information will be disseminated to the campus community via the public address and text messaging system, email, social media, news media, and/or the college's web site as needed.

## Prompt Reporting

BRCC campus community members are strongly encouraged to report criminal activity and suspicious persons to the Public Safety Office as well as local law enforcement, if appropriate. Victims or witnesses should report crimes immediately to ensure inclusion in the annual crime statistics and to aid in providing "timely warnings" notices to the community. Security problems that may or may not be crimes, or other emergencies should also be reported. BRCC encourages accurate and prompt reporting of all crimes to the Public Safety Office and the appropriate police agencies, when the victim of a crime elects to, or is unable to make such a report.

Campus Security can be reached by calling extension 602370 on any campus phone, or via cell phone 540-453-2370. Additionally, for any emergency one can contact 911 (9-911 from a campus phone) and an appropriate emergency response will be dispatched.

## Timely Warnings

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warnings will be issued through the college’s campus wide public address system, text alert system, email system, BRCC twitter feed, and BRCC website to students, faculty, and staff. In addition to the procedures for complying with the “timely warning” requirements of the Act, the college has an emergency alert system that permits the rapid communication of emergency information to the campus community through both the text message capabilities of cell phones, as well as email.

Using this system, several CSAs, including the Public Safety Coordinator, have the authority to broadcast a message that may involve an immediate threat of injury.

## Campus Law Enforcement Policy Statement

The Public Safety Office supports an open and safe educational environment that fosters academic excellence and student success by providing professional police, safety, security, and emergency services in partnership with our employees, students, and community. Practicing community-policing philosophies, Campus Police and CSOs use crisis intervention, communication, and suicide prevention techniques and communication skills to de-escalate critical incidents.

The Public Safety Office coordinates security and safety training and educational sessions with Student Services, the Student Government Association, faculty and staff. These sessions include, but are not limited to, presentations and seminars during new student and employee orientations, in-service week, Student Government Association and College Club sponsored events. Emphasis in these educational sessions focuses on “See Something, Say Something,” situational awareness, active assailant response best practices, crime preventions, and the risks of impairment, injury, or death to due alcohol and substance abuse and the legal and disciplinary consequences of these behaviors. In addition, a focus is placed on education concerning bystander intervention and suicide intervention.

## Physical Security and Access to Campus Facilities

The Public Safety Office strives to make BRCC a pleasant and safe place to study, work, and socialize. It is the purpose of the Public Safety Office to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill community commitments.

Faculty and staff can contribute to the safety and security of the campus and their departments by alerting supervisors, or Buildings and Grounds (B&G) (540-453-2299), of any areas that need attention such as light bulbs that are not working or trip hazards. If a faculty or staff member is working after hours, they should notify Public Safety. All doors to work areas should be locked when vacant. The phone number for Public Safety is ext. 602370 from any campus phone or 540-453-2370.

BRCC Police and CSOs patrol the campus during business hours 7 days a week. Their responsibility is the protection of campus community members, security of the campus and BRCC assets. Security cameras are located throughout campus and are periodically monitored and reviewed by the Public Safety Office.



During business hours, the college will be open to students, parents, employees, contractors, guests, visitors, and invitees. During non-business hours, access to all college facilities is by key or proximity card, if issued, or by approved admittance via the Public Safety Office.

BRCC Public Safety and CSOs have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. The Public Safety Office and CSOs have the authority to issue parking warnings and tickets in accordance with BRCC policy statements. With the exception of sworn BRCC Police Officers, Public Safety and CSOs do not possess arrest power.

Criminal incidents are investigated by the BRCC Campus Police or referred to the local law enforcement agencies with jurisdiction on the campus, centers, or where the incident occurred. The BRCC Public Safety Office maintains a highly professional working relationship with the Augusta County Sheriff's Office, Rockingham County Sheriff's Office, Harrisonburg Police Department, Staunton Police Department, James Madison University Campus Police, Shenandoah Valley Airport Police, and the Virginia State Police. All crime victims and witnesses are strongly encouraged to report crime to the Public Safety Office or the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. BRCC and Augusta County Sheriff's Office share a Mutual Aid Agreement for specific law enforcement issues.

BRCC assumes that members of the student body will exhibit mature and responsible behavior. The policies and regulations of the campus are designed to encourage students in this direction. The college will not attempt to supervise the life of each individual student.

However, as long as a person is a member of the student body, the college expects that each student will function in a manner that will reflect positively on the college. Thus, unseemly conduct by individual students or interpersonal behavior that violates acceptable community standards of conduct will subject the student or students involved to disciplinary action, including possible suspension or expulsion from the college.

On occasion, it is necessary for the college to investigate, respond, or confront matters of student conduct. College officials have both the responsibility and the authority to address incidents of alleged campus infractions and to issue censure commensurate with the offense. Nevertheless, any student so confronted and accused will have an opportunity to explain himself or herself through conversation with the appropriate college official.

Students are subject to the laws governing all private citizens as well as the rules of the college. Violation of laws by BRCC students on campus may result in legal action and/or disciplinary action by the college. The college is not a sanctuary from the law or its representatives, nor does the college abdicate its own responsibility to deal with internal affairs even when civil authorities are involved. For example, shoplifting, whether on or off campus, is a crime, and students are subject to criminal prosecution as well as disciplinary action by the college.

The Public Safety Office is located in building G-Houff Student Center, G167 Suite. The Public Safety Director can be reached at 540-453-2503; Campus Police at 540-453-2262; or Campus Security at 540-453-2370. The BRCC Public Safety Office maintains a daily crime log. The log is available for inspection during normal business hours at the Public Safety office in Suite G167.

The Public Safety Coordinator reports to the Vice President of Finance and Administration. During office hours, phone contact can be made with the Vice President at 540-453-2281 or email: [tripletta@brcc.edu](mailto:tripletta@brcc.edu).

BRCC does not have student housing of any kind on or off campus. There are no student organizations that have on-campus housing facilities.

## Missing Student Notification Procedure

BRCC Police will work with local and state law enforcement agencies regarding any missing person reported to or received by the College.

## Security Awareness Programs

Students are informed during new student orientation sessions each academic year about security and campus safety procedures and practices. Also described are crime prevention measures, including personal safety tips. A video with security practices and procedures is available on the BRCC orientation web page and is available not only during orientation, but at any time. Security information is presented on BRCC's Campus Security & Public Safety web page. The Public Safety Office distributes to all students a pamphlet outlining campus safety, emergency notification access, and emergency information.

All degree seeking students are required to take a student development course which introduces them to wellness resources including medical resources. A student run club, "Beyond the Blue," whose membership includes students in the Human Services program, provides information, education, and referral services to students who have social, emotional or health issues.

Upon request, BRCC Police and CSOs are available to provide escort assistance on campus to members of the campus community twenty-four hours a day. Students and staff are encouraged to utilize this service any time they feel uncomfortable with walking across campus or to their vehicle. Students and staff are requested to call the Public Safety Office at 540-453-2370 to request escort assistance.

There is a common theme throughout all security programs: every member of the college community is responsible not only for her/ his own safety, but also for the safety of others. Bystander engagement is a primary objective of Public Safety educational programs. Individuals are encouraged to report any unusual or suspicious person or circumstances promptly to the Public Safety Office.

New employees are provided with information regarding security and campus safety procedures and practices including a description of the responsibilities of the Public Safety Office, crime reporting procedures, and use of telephones to report emergencies. These procedures and practices are included in the faculty/staff handbook located on the BRCC Webpage.

## Support Resources

While BRCC does not employ licensed counselors, it does maintain a page on the BRCC Student Life & Services, Student Support Programs, <https://www.brcc.edu/services/support-programs/> The listed resources include:

# Community Resources Directory

## AIDS

Agency	Telephone
AIDS hotline	(800) 232-4636

## Local Health Departments

Department	Telephone
Augusta-Staunton	(540) 332-7830
Augusta-Waynesboro	(540) 949-0137
Highland County	(540) 468-2270
Rockingham-Harrisonburg	(540) 574-5100

## Domestic Violence

Agency	Telephone
Child Abuse and Neglect Hotline	(800) 422-4453
Domestic Violence Hotline	(800) 799-7233
First Step - A Response to Domestic Violence, Inc.	(540) 434-0295

## Sexual Assault

Agency	Telephone
Collins Center (formerly CASA)	(540) 434-2272
New Directions Center	(540) 886-6800

## Substance Abuse

Agency	Telephone
Harrisonburg ASAP	(540) 434-0154
Staunton ASAP	(540) 886-5616
Alcoholics Anonymous	(540) 885-6912
Augusta Medical Center Recovery Choice	(540) 949-7777
Harrisonburg-Rockingham Community Services Board	(540) 434-8870
Mental Health Association of Augusta	(540) 213-2525
Valley Community Services Board Substance Abuse Services	(540) 434-1941
	(540) 886-7181
	(540) 887-3200

## Mental Health/Suicide Prevention

Agency	Telephone
Valley Community Services Board Emergency Services, Staunton	(540) 887-3200 Emergency: 866-274-7475
Harrisonburg/Rockingham Community Services Board Emergency Services, Harrisonburg	(540) 434-1941 Emergency: 540-434-1766
Mental Health America of Augusta	(540) 886-7181
Augusta Health Behavioral Services	(540) 332-4000

## Crime Prevention Programs

BRCC collaborates with state and local law enforcement agencies to address crime prevention and reporting. Key areas of collaboration include Crime Prevention through Environmental Design (CPTED) and Bystander Intervention programs. BRCC also promotes the “SEE SOMETHING, SAY SOMETHING” Homeland Security initiative.

## Reporting the Annual Disclosure of Crime Statistics

Campus crime, arrest and referral statistics include those reported to the Public Safety Office, CSAs, and local law enforcement agencies. A procedure is in place to report crime statistics disclosed confidentially to these entities.

The full text of this report is on the college’s web site at: <https://www.brcc.edu/security/clery/>

Printed copies of the Annual Security Report are available from the Public Safety Office.

## Off-Campus Locations

BRCC does not have any officially recognized student or other organizations with off-campus locations.

## Violence, Firearms, and Dangerous Weapons

BRCC is committed to ensuring the safety of all employees, students, guests, and visitors to the campus community. As such, BRCC will not tolerate any physical violence or threatening behavior in the workplace.

Physical Violence includes, but is not limited to:

- Any act that injures a person physically
- Other physical actions such as hitting, pushing, spitting, kicking, holding, impeding, or blocking the movement of another person.

Threatening behavior includes, but is not limited to:

- Verbal threats of violence towards persons or property
- Visual threats, including threatening or intimidating writings, e-mail, posters, cartoons, publications, drawings, gestures, or electronic transmissions.

BRCC has ZERO TOLERANCE for all acts or threats of violence. Any threat or act of violence will be taken seriously, addressed immediately, and dealt with appropriately, which may include disciplinary action, suspension, termination of employment, arrest and prosecution.

Unauthorized possession or use of firearms is prohibited on campus. Using other materials or items as dangerous weapons is also prohibited. An item is classified as a dangerous weapon when it is used with the intent to cause harm, threaten, or intimidate. BRCC prohibits carrying weapons on campus property.

## Workplace & Campus Violence Prevention and Threat Assessment

The Virginia Community College System (VCCS) has adopted the following system-wide Workplace & Campus Violence Prevention and Threat Assessment policy that is applicable to BRCC beginning January 1, 2012. In addition, this restriction will apply to the general public in all college buildings.

### Purpose

The purpose of this policy is to establish guidelines for the development of a College/System Office policy for the prevention of workplace and general campus violence. It includes the formation of campus Threat Assessment Teams and the promotion and maintenance of a productive environment for learning and working that is free from threats, intimidation, and violence.

### Coverage

These policy guidelines apply to all faculty, staff, students, visitors, contractors, and other third parties. Students may be covered under additional provisions of their respective college's Student Handbook.

### Definitions

**Workplace & Campus:** Any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternate work locations (other than an individual's home when telecommuting), and travel to and from work assignments.

**Workplace & Campus Violence:** Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. This includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats or obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

**Third parties:** Individuals who are not state employees, such as relatives, acquaintances, strangers, contractors, or visitors.

## Policy Statement

The colleges/system office prohibits threats and acts of violence on college property, within college/system office facilities, at any college/system office-sponsored event; while engaged in college/system office business, educational, or athletic activities; and while traveling in state vehicles.

Prohibited conduct includes but is not limited to:

- injuring another person physically;
- engaging in behavior that creates a reasonable fear of injury to self or another person;
- engaging in behavior that would subject a reasonable person to, and does subject another individual to, extreme emotional distress;
- possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student's vehicle; possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional, and except when the weapon is secured in the employee's vehicle;
- brandishing, using, or possessing a weapon by third parties while on campus in academic or administrative buildings, or while attending a sporting, entertainment or educational event. This provision does not apply to law enforcement personnel.
- intentionally damaging property;
- threatening to injure an individual (including oneself) or to damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- Retaliating against any employee or student who, in good faith, reports a violation of this policy.

## Consequences of Policy Violations

Employees violating this policy will be subject to disciplinary action up to and including termination and criminal prosecution using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct. Additionally, employees who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

Students violating this policy will be subject to disciplinary action as outlined in their respective college's Student Handbook, and other college policies as appropriate. Additionally, students who are identified as engaging in the use of threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process, and receive approval from the mental health evaluator that they are not a risk to themselves or others.

Visitors and third parties violating this policy will be subject to applicable local, state, federal laws, and associated regulations, and may be barred from the college/System Office at the college's/System Office's discretion for violating this policy.

## Violence Prevention Committees and Threat Assessment Teams

BRCC has established a violence prevention committee with responsibility for education and violence prevention on campus and a threat assessment team that implements the assessment, intervention, and action policies of the violence prevention committee. The membership of this body includes representatives from the following areas: student affairs, human resources, law enforcement, a mental health professional or counseling services representative, and others who have knowledge, professional expertise, or responsibilities that could assist the committee with completing its work. The representatives above serve jointly, on both the violence prevention committee and threat assessment team. The members of the each team must comply with the requirements of [Virginia Code § 23.1-805](#), and should consult VCCS legal counsel when necessary, through established protocols.

The violence prevention committee has published for its college community a clear [statement](#) of its mission and membership as well as the committee's leadership role in the area of violence prevention.

The violence prevention committee has published guidance to faculty, staff and students regarding the following:

- How to recognize and report aberrant or potentially harmful behavior that may represent a threat to the community
- Policies and procedures for the assessment of individuals whose behavior may present a threat
- Appropriate means of intervention with such individuals
- College/system action to resolve potential threats
- To whom on the college's threat assessment team, or through what method, potentially threatening behavior should be reported

## Procedures

Procedures for reporting or responding to threats or incidents of workplace and campus violence are as follows:

Employee and student responsibilities include:

- Reporting incidents or threats of violence to their immediate supervisor, Human Resource Office, Public Safety Office, Threat Assessment Team members, or other designated individuals or offices by stated college policy.
- Providing Human Resources and the immediate supervisor, or a college counseling services office with a copy of any Protective Orders from a court, which lists the College/System Office as protected areas so that appropriate enforcement activities occur.

No person who, in good faith, reports threatening or otherwise troubling behavior in accordance with this policy will be subject to retaliation.

Management Responsibilities include:

- Designating a Violence Prevention Committee Chair.
- Obtaining the name(s) of an emergency clinician at each Community Services Board (CSB) in the college's service region to serve as a contact person. Each President must designate a college staff member with responsibility for communication with the CSB contact person(s) to prepare for and respond to potential emergencies, to include requesting an assessment to determine whether a student, faculty or staff member poses a threat of violence to self or others.
- Establishing a college violence prevention committee and organizing a threat assessment team for the State Board's establishment to comply with § 23.1-805 of the Code of Virginia. Each college's administration should ensure that its threat assessment team remains able to quickly receive information about, assess, and respond to potential threats that are reported in accordance with its policies, and to determine corrective actions and prepare necessary reports on given situations. In addition, each college's administration should ensure that its violence prevention committee remains able to publish education and prevention information and recommend ways to, (1) to respond to incidents, (2) investigate all reported incidents of workplace violence, and (3) determine the appropriate response and the actions necessary to address a particular situation.

Threat Assessment Team Responsibilities include:

- Establishing or utilizing existing relationships with local and state law-enforcement agencies as well as mental health agencies to ensure compliance with § 23.1-805 of the Code of Virginia, and expedite assessment and intervention with individuals whose behavior may present a threat to campus safety.
- Upon a preliminary determination that an individual poses a threat of violence to self or others, or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code § 19.2-389 and 19.2-389.1, and health records as provided in § [32.1-127.1:03](#).
- No member of a threat assessment team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team. Va. Code § 23.1-805(E).

## Communication and Training

The Workplace & Campus Violence Prevention and Threat Assessment Policy is posted on the College website under Policies.

Information on the Workforce Violence Prevention and Threat Assessment Policy, will be included as part of the employee orientation.

The violence prevention committee will provide training periodically to employees on recognizing and responding to potentially violent or violent situations in the workplace.

Information regarding this policy will be included as part of student orientation.



Any faculty, staff or student who becomes aware of an act or threat of violence, shall immediately report it to a college official. If the act represents an immediate threat of harm to any individual, it must be reported immediately to law enforcement authorities. In the event of an emergency, dial 9-911 from any campus phone.

Any incident will result in a prompt and diligent investigation by the appropriate college official or law enforcement officer. All faculty, staff and students shall cooperate with any investigation. Sanctions will be commensurate with the severity and/or frequency of the offense; however, any violation under this policy is an extremely serious offense and may result in expulsion or termination, even upon the first offense. BRCC prohibits any form of retaliation against faculty, staff member or student making a report under this policy.

## Threat Assessment Policy Statement

To comply with Virginia Code Title 23.1-805: Violence prevention; threat assessment team and Virginia Community College System (VCCS) Workplace & Campus Violence Prevention and Threat Assessment Policy Guidelines, Blue Ridge Community College (BRCC) has established a Joint Violence Prevention and Threat Assessment Team charged with: “(i) providing guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community; (ii) identification of members of the campus community to whom threatening behavior should be reported; and (iii) policies and procedures for the assessment of individuals whose behavior may present a threat, appropriate means of intervention with such individuals, and sufficient means of action, including interim suspension, referrals to community services boards or health care providers forevaluation or treatment, or medical separation to resolve potential threats.”

Specific guidance for recognizing behavior of concern can be found in the [Threat Assessment Recognition Guidelines](#) using a [Threat Assessment Referral form](#) (See Appendix C)

## Drug and Alcohol Policy Statement

As a recipient of federal aid and federal grants, the College must certify under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 that it will take certain steps to provide a drug-free workplace. Unlawfully possessing, being under the influence of, using, distributing, dispensing, or manufacturing alcohol or illegal or controlled substances is prohibited on college property, in college vehicles, while conducting college business, or as a part of college activities. Students are subject to legal action and college disciplinary procedures as the circumstances and officer discretion dictates.

Any employee convicted for any drug statute violation must notify his or her supervisor within five days of the conviction. The college will take appropriate action against an employee who violates any part of the workplace rule, up to and including termination and referral for prosecution, which is deemed in the best interest of the college and in accordance with applicable law. Employees not terminated may be required to participate satisfactorily in an approved alcohol or drug abuse assistance or rehabilitation program.

Separate from the legal requirements, the college is concerned with the health and well-being of members of the college community. Employees may contact the Director of Human Resources in confidence for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs.

The college reserves the right to require testing of employees for alcohol (including medications containing alcohol) or illegal or controlled substances, on a random basis and/or based on reasonable suspicion.

### Possession, Use and Sale of Alcoholic Beverages

The possession, use, or distribution of alcoholic beverages on campus is not permitted. The college expects students to use good decision making with alcohol use and not engage in behavior that will negatively affect his or her educational and personal goals. If students use alcoholic beverages off campus, it is expected that they will maintain proper decorum when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive, or unsafe manner on campus while under the influence of alcohol or drugs will be found in violation of the college's alcohol or drug policy.

### Possession, Use and Sale of Illegal Drugs

Illegal drugs may not be marketed, possessed, used, or distributed on campus. Any student found in the presence of illegal drugs or drug paraphernalia may be asked to appear before the Vice President of Instruction and Student Services. In the event of the use, possession, or possession with apparent intent to distribute illegal drugs, law enforcement will be called to investigate the incident. If students are suspended, they may forfeit their academic work for the current term.

Virginia law provides stiff penalties for illegal possession or distribution of drugs. BRCC will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violators of drug laws. A student is found in violation of the college's drug policy if the student is found to be either using an illegal drug or in possession of an illegal drug (which could include evidence of recent possession or use) or drug paraphernalia.

### Drug and Alcohol Abuse Education Programs

Alcohol abuse and illicit drug use are serious societal problems. To help contend with such problems, and to prevent drug or alcohol use that adversely affects academic and job performance and safety, the following programs are available in the area for students and employees. Students and employees are informed as these programs are made available. Although a student's or employee's rehabilitation efforts will be encouraged, participation in any program will not serve as protection against the normal disciplinary process associated with a violation of the College's alcohol and drug policies. The college's Student Services and Academic Counselors can refer students for substance abuse treatment by other providers.

- Health care benefits for treatment of alcohol and drug problems (including access to applicable Employee Assistance Programs (EAP) are available through the state's health insurance policy available to full-time employees.

Any employee who seeks rehabilitation through an inpatient program may be eligible for an unpaid leave of absence in accordance with the Family and Medical Leave Act.

Students and employees also are informed that BRCC will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) up to and including expulsion or termination of employment and referral for prosecution, for violations of the college's alcohol and illegal drug policies.

Students and employees are informed that Virginia law contains a variety of provisions governing the possession, use, and consumption of alcoholic beverages. The laws apply to all students and employees.

Students and employees should be aware that the unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by Virginia law, are prohibited. Controlled substances are classified into "schedules" ranging from Schedule I through Schedule VI.

## Policy Statement on Prohibited Discrimination and Harassment

BRCC is a community based on trust and respect for others. Faculty, staff and students have the right to be free from prohibited discrimination and harassment within the college community. Specifically, the college prohibits discrimination, including harassment, based on race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, or veteran's status in its educational programs and activities and with regard to employment. Such conduct violates not only college policy, but may also violate state and federal law.

Unwelcome verbal or physical conduct toward a member of the college community may constitute prohibited harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or based on gender may constitute prohibited sexual harassment. Whether sexual or non-sexual, such conduct constitutes prohibited harassment if:

- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment;
- Submission to such conduct is an implicit or explicit condition of employment or academic success; or
- Submission to or rejection of such conduct is used as the basis for an employment or academic decision.

Any employee who believes herself or himself to be the object of prohibited discrimination or harassment by a member of the faculty or staff should consult with the Director of Human Resources or the employee's supervisor, the Vice President of Finance and Administration, or any member of management with whom an employee feels comfortable talking.

No employee will be disciplined or otherwise retaliated against for identifying such discrimination or harassment. It is important to inform the college; we cannot remedy the situation if we are unaware that a problem exists. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation of the complaint.

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

### Notice of Nondiscrimination

As a recipient of federal funds, BRCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application

of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Information on Title IX resources can be found in Appendix: A.

## Policy

BRCC is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This college promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy. The policy can be found in its entirety on the BRCC [website](#).

## Defining Rape, Sexual Assault, Domestic Violence, Stalking, and Consent in Virginia

The Code of Virginia defines rape and sexual assault. Sexual assault comprises a variety of offences which includes the crimes of sexual offense and sexual battery. More information can be found at:

- Rape: <https://law.lis.virginia.gov/vacode/title18.2/chapter4/section18.2-61/>
- Sexual Battery: <https://law.lis.virginia.gov/vacode/title18.2/chapter4/section18.2-67.5/>
- Stalking: <https://law.lis.virginia.gov/vacode/title18.2/chapter4/section18.2-60.3/>

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

- *Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This

includes incapacitation by using drugs or alcohol. Intoxication is not synonymous with incapacitation.

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

## Reporting Incidents of Sexual Harassment

Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 9-911 or 540-453-2370.

Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a CSA or Public Safety official to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the college.

BRCC recognizes that reports of this nature are difficult, and can be a deeply sensitive and personal decision. We encourage the reporting of these incidents by whatever avenue the individual feels are best for their particular situation. The intent is to ensure that all incidents of sexual misconduct be reported and fully investigated.

There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, individuals should report possible violations of this policy as soon as possible to maximize the college's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

## Procedures to Follow after an Incident

Those who have experienced sexual violence and related misconduct are strongly encouraged to seek immediate medical treatment. If an individual seeks medical assistance, BRCC Police can be notified at the survivors' request. If the individual opts not to notify police, they can have a CSA or any employee contact the Intervention Counselor or an individual from the New Directions Center to assist with hospital transport and support at 540-558-6800, or by email at <http://www.newdirectionscenter.org>.

The preservation of evidence is important in these cases. Evidence collected can be used to support a report and may be helpful in obtaining a protection order through the court system. In order to preserve evidence, an individual who has experienced sexual assault is encouraged not to change clothes, bathe, or use the bathroom prior to seeking medical assistance. The individual will be encouraged to have a forensic exam completed at a local hospital by a Sexual Assault Nurse Examiner (SANE). If an exam is opted for, the individual has the option of requesting that a PERK kit be utilized. A PERK kit is a Physical Evidence Recovery Kit that a SANE nurse would use to collect very thorough and detailed forensic evidence. A forensic exam can be completed up to 5 days after an assault. It is the decision of the individual who has experienced sexual violence as to whether to speak with a law enforcement officer at the time the forensic exam is completed.

The Code of Virginia (§ 19.2-11.6) states that; “a victim of sexual assault who undergoes a forensic medical examination elects not to report the offense to law enforcement, the health care provider shall inform the victim that the physical evidence recovery kit shall be forwarded to the Division (of Forensic Science) for storage as an anonymous physical evidence recovery kit.” The evidence will be held while individual decides when or if they wish to make a report to law enforcement. Individuals are encouraged to consider preserving evidence as soon as possible after an incident regardless of whether the individual has made the decision to contact law enforcement and/or to report the incident to the college.

BRCC encourages the reporting of sexual assaults and misconduct to the Public Safety Office or CSA. The reasons for reporting are:

- to ensure the victim of sexual assault is safe, receives the necessary medical treatment and tests;
- to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an ongoing threat to their safety;
- to apprehend the assailant;
- to create a record of incident on campus occurred, in accordance with Clery Act statistical recording.

A victim of a sex offense at any campus has the option of reporting the offense to the law enforcement agency in that jurisdiction. Again, individuals may also report a sex offense to the institutions Title IX Coordinator.

BRCC is committed to providing education and resources for victims of sexual offenses including, reporting options, emotional support services, and other victim advocacies. The following local hospitals provide the services of Sexual Assault Nurse Examiners (SANE–RN) on call 24 hours a day for evidence collection.

- Augusta Health is located at 78 Medical Center Lane, Fishersville, VA
- Sentara RMH is located at 2010 Health Campus Dr, Harrisonburg, VA

## Confidentiality and Anonymous Reports

Individuals may be concerned about their privacy when they report a violation of the Title IX policy. BRCC must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.

BRCC has a responsibility to respond to conduct that violates this Policy. For this reason, employees may not keep secret a report of sexual harassment. The college expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those college and law enforcement officials who must be informed of the information pursuant to this Policy.

## Support and Services

All students, faculty and staff will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus. For information about available resources, go to: <https://www.brcc.edu/brcc/policy/sexual-domestic-dating-violence-stalking>.

BRCC will offer supportive measures to individuals whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.

Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

Those within the campus community who are found responsible for rape or other sexual violence are subject to college sanctions, which may include probation, suspension or expulsion from the college. The individual may also be subject to prosecution by the Office of the Commonwealth's Attorney under Commonwealth of Virginia criminal statutes. College student conduct proceedings, as well as additional considerations for cases involving sexual misconduct, are outlined in the Student Conduct Policy & Procedure.

In any student conduct proceeding involving allegations of sexual misconduct, both the accused and the accuser are entitled to the same opportunities to have counsel or an advisor present during the hearing but they will not be permitted to address the committee. Both the accused and the accuser will be informed of the final outcome of the proceedings without condition or limitation. BRCC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of Title 18, United States Code), or any non-forcible sex offense, the report on the results of any student conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

## Reporting Procedures

Students who believe that they have been subjected to sexual assault, harassment, or sexual violence should report their complaint as soon as possible after the event occurs. Reports of sexual misconduct by another student may be made in person to the Title IX Coordinator, the Deputy Title IX Coordinator, Public Safety Office, or any CSA. Information on these resources can be found in Appendices A and B.

## Sex Offender Registration Policy Statement

Law enforcement agency information provided by the Commonwealth of Virginia under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained at the Public Safety Office located in G167 – Weyers Cave or by going to the Virginia State Police website at: <https://sex-offender.vsp.virginia.gov/sor/>

## Enforcement of Campus Rules, Codes of Conduct, and Policy Statements

The college administration makes every effort to avoid arbitrary, harsh, or unfair sanctions for student violations. Good citizenship in any community requires a great deal of responsibility on the part of all members. With this responsibility comes the obligation to refrain from infringing on the rights of others, whether through placing persons in danger or jeopardizing either personal well-being or property. However, when a student displays poor citizenship, blatant disregard for college policies, minimal academic motivation, or an attitude inconsistent with reasonable expectations of a member of an academic community, the student may be subject to administrative review, which could result in suspension or expulsion.

In keeping with the principle of confidentiality concerning student behavior, the Vice President, Instruction & Student Services (VP-ISS) conducts closed meetings. Witnesses to an incident and others who have specific evidence concerning the incident may be invited to appear. In all instances, the VP-ISS has the authority to decide whether a witness other than the student directly involved will be invited to testify.

Options available to the VP-ISS include (but are not limited to) warnings, denial of privileges, disciplinary probation, campus work hours, and short-term suspension, plus mandatory counseling, psychiatric or substance abuse evaluations, or the recommendation of suspension or expulsion.

## Student Disciplinary Procedures

The BRCC Statement of Values is based upon respect for the dignity and worth of individuals within the campus community. Further, the college community welcomes diversity of ideas, intellectual debate, and the learning thereby engendered. BRCC strives to create an environment that promotes these values and believes that, as members of the college community, each student contributes to uphold them. Therefore, the college clearly presents student rights and responsibilities in the Student Handbook and establishes disciplinary and grievance procedures to ensure that all members of the college community may benefit from the promotion of these values.

## Disclosure of Disciplinary Hearings

Upon written request, BRCC will in compliance with applicable law, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## Employee Procedures

The Faculty-Staff Handbook of Institutional Procedures and Guidelines is a living document that will be reviewed on a regular basis. Where applicable, sections of the manual will be referred to in appropriate Governance Committees and/or Administrative Units for review. The period between reviews for any section shall not exceed three years.



## Policies Applicable to Employees

The security policies of the college applicable to employees are set forth principally in the Faculty-Staff Handbook.

## Fire Safety Report

BRCC does not have student housing of any kind on or off campus.

The Public Safety Office, and B&G coordinate fire safety drills. These drills are conducted during the Fall and Spring semesters in accordance with the [Virginia State Fire Prevention Code](#).

## BRCC Campus Resources

### Title IX

Title IX Coordinator:	Colleen Pendry V132 Fine Arts Building 540-453-2332 <a href="mailto:pendryc@brcc.edu">pendryc@brcc.edu</a>
Deputy Title IX Coordinator:	Tim Nicely G249A Houff Student Center 540-453-2371 <a href="mailto:nicelyt@brcc.edu">nicelyt@brcc.edu</a>
Director of Public Safety	Melissa Walker G164J Houff Student Center 540-453-2503 <a href="mailto:walkerm@brcc.edu">walkerm@brcc.edu</a>
BRCC Police	SGT Robert Girard G167 Houff Student Center 540-453-2262 <a href="mailto:girardr@brcc.edu">girardr@brcc.edu</a>
Campus Security	CSO Buck Bane CSO Matthew Stanton G167 Houff Student Center 540-453-2370 <a href="mailto:security@brcc.edu">security@brcc.edu</a>
VP Academic Affairs	Dave Urso C107A Armstrong Hall 540-453-2500 <a href="mailto:ursod@brcc.edu">ursod@brcc.edu</a>

## Threat Assessment Team & Violence Prevention Committee

Director Public Safety	Melissa Walker 540-453-2503 <a href="mailto:walkerm@brcc.edu">walkerm@brcc.edu</a>
Dean Student Services	Velma Bryant 540-453-2582 <a href="mailto:bryantv@brcc.edu">bryantv@brcc.edu</a>
Human Resources	Amanda Housden 540-453-2597 <a href="mailto:housdena@brcc.edu">housdena@brcc.edu</a>
Director Valley Community Services Board	James Spurgeon 540-887-3200 <a href="mailto:jspurgeon@vcsb.org">jspurgeon@vcsb.org</a>
Law Enforcement Officer	SGT Robert Girard G167 Houff Student Center 540-453-2262 <a href="mailto:girardr@brcc.edu">girardr@brcc.edu</a>
VCCS Legal	Noelle Shaw-Bell 804-819-4432 <a href="http://www.vccs.edu">www.vccs.edu</a>

## Campus Security Authorities

VP Finance & Administration	Anastasia Triplett 540-453-2281 <a href="mailto:tripleтта@brcc.edu">tripleтта@brcc.edu</a>
Director Financial Projects	Franki Hampton 540-453-2285 <a href="mailto:hamptonf@brcc.edu">hamptonf@brcc.edu</a>
Dean Continuing Education	Dr. Kevin Ratliff 540-453-2264 <a href="mailto:ratliffk@brcc.edu">ratliffk@brcc.edu</a>
Dean Academic Affairs	Claudia Etchebarne-Hernandez 540-453-2376 <a href="mailto:etchebarnehernandezc@brcc.edu">etchebarnehernandezc@brcc.edu</a>
Dean Academic Affairs	Dr. Marlana Jarboe 540-453-2344 <a href="mailto:jarboem@brcc.edu">jarboem@brcc.edu</a>
Director Student Activities	Claire Richardson 540-453-2368 <a href="mailto:richardsonc@brcc.edu">richardsonc@brcc.edu</a>
Director Human Resources	Tim Nicely 540-453-2371 <a href="mailto:nicelyt@brcc.edu">nicelyt@brcc.edu</a>
VP Academic Affairs	Dr. Dave Urso 540-453-2500 <a href="mailto:ursod@brcc.edu">ursod@brcc.edu</a>
Dean Student Services	Velma Bryant 540-453-2582 <a href="mailto:bryantv@brcc.edu">bryantv@brcc.edu</a>

## Appendix: C

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling (Sexual Battery)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime Offense				
Hate Crime: Murder/Non-Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Incest	2020	0	0	0
	2021	0	0	0

## Appendix: C

	2022	0	0	0
Hate Crime: Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Simple Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Larceny Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Intimidations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Hate Crime: Destruction/Damage/Vandalism of Property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
VAWA Offenses				
VAWA Offenses: Domestic Violence	2020	0	0	0
	2021	1	0	0
	2022	0	0	0
VAWA Offenses: Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
VAWA Offenses: Stalking	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrests				

## Appendix: C

Weapons: Carrying, Possessing, etc	2020	0	0	0
	2021	0	0	1
	2022	0	0	0
Drug Abuse Violations	2020	0	0	2
	2021	0	0	0
	2022	0	0	0
Liquor Law Violations	2020	0	0	0
	2021	0	0	1
	2022	0	0	0
Disciplinary Referrals				
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

## Appendix: C

### Campus Security Authority Reporting Form

Date of report: \_\_\_\_\_

Name of campus security authority: \_\_\_\_\_

#### Reporting Person Contact Information

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Reported By: The Victim <input type="checkbox"/> A Third Party <input type="checkbox"/>	
First Name:	Last Name:
Phone Number:	E-mail Address:
If a third party reported the crime to you, please enter the relationship of the third party to the victim: _____	

#### Agency Notified

---

*If, to your knowledge, a law enforcement agency was notified, please enter the name of that agency.*

Agency: \_\_\_\_\_

Does the victim want the incident reported to law enforcement? Yes  No

#### Incident Information

---

Location of incident (building name, street address, office number):

\_\_\_\_\_

Time of incident (if known): \_\_\_\_\_



## Appendix: C

Incident description (Please provide specific, detailed information; can attach additional document if necessary.)

Incident category:	<i>(Please see attached for definitions of offenses.)</i>		
Homicide	<input type="checkbox"/>	Burglary	<input type="checkbox"/>
Aggravated Assault	<input type="checkbox"/>	Robbery	<input type="checkbox"/>
Sex Offense (Forcible)	<input type="checkbox"/>	Motor Vehicle Theft	<input type="checkbox"/>
Sex Offense (Non-Forcible)	<input type="checkbox"/>	Arson	<input type="checkbox"/>
Dating Violence	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Stalking	<input type="checkbox"/>	Hate Crime <i>Please see below for additional information.</i>	<input type="checkbox"/>
Arrest for Liquor Law Violation	<input type="checkbox"/>	Referral for Liquor Law Violation	<input type="checkbox"/>
Arrest for Drug Law Violation	<input type="checkbox"/>	Referral for Drug Law Violation	<input type="checkbox"/>
Arrest for Weapons Law Violation	<input type="checkbox"/>	Referral for Weapons Law Violation	<input type="checkbox"/>
Other Crime Category	<i>If the crime was not listed above, please enter the additional crime category: _____</i>		

I am not sure how  to classify this incident.  
  
*Please provide as much information as possible so that campus personnel can make this determination.*

Is there any evidence that this crime was motivated by bias? Yes  No

If yes, please choose any/all categories of prejudice that apply.

- Race       Ethnicity       Disability       Gender Identity   
 Gender       Religion       National Origin       Sexual Orientation

## Appendix: C

If you answered “yes” to the Motivated by Bias question, please provide a brief summary of the evidence supporting a bias motivation:

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Location

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What best describes the location of the crime? *(If the crime occurred in multiple places, check all that apply. Please see the attached for further explanation as to the geography.)*

- On campus
- Public property immediately adjacent to campus
- Non-campus in a college owned leased or controlled space (off-campus classroom)
- Unknown location, other
- I do not know which category this location would fall under.

Please review the information within the form. When complete, submit the form to: BRCC Public Safety Office or CSA.

## Appendix: C

### Crime Definitions

- |                                |   |
|--------------------------------|---|
| Homicide                       | <ul style="list-style-type: none"><li>• Murder/non-negligent manslaughter: the willful (nonnegligent) killing of one human being by another</li><li>• Negligent Manslaughter: the killing of another person through gross negligence</li></ul>  |
| Sex Offenses -<br>Forcible     | <ul style="list-style-type: none"><li>• Forcible rape: carnal knowledge of a person forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)</li><li>• Forcible sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity</li><li>• Sexual assault with an object: use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity</li><li>• Forcible fondling: touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her mental incapacity</li></ul> |
| Sex Offenses –<br>Non-Forcible | <ul style="list-style-type: none"><li>• Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law</li><li>• Statutory Rape: non-forcible sexual intercourse with a person who is under the age of consent</li></ul>  |
| Robbery                        | <ul style="list-style-type: none"><li>• 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</li></ul>   |
| Aggravated<br>Assault          | <ul style="list-style-type: none"><li>• Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury</li></ul>   |
| Burglary                       | <ul style="list-style-type: none"><li>• Unlawful entry of a structure to commit a felony or a theft</li></ul>   |
| Motor Vehicle<br>Theft         | <ul style="list-style-type: none"><li>• The theft or attempted theft of a motor vehicle</li></ul>   |
| Arson                          | <ul style="list-style-type: none"><li>• Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.</li></ul>  |

## Appendix: C

Dating Violence	<ul style="list-style-type: none"><li>• Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:<ul style="list-style-type: none"><li>• the length of the relationship</li><li>• the type of the relationship</li><li>• the frequency of interaction between the persons involved in the relationship</li></ul></li></ul>
Domestic Violence	<ul style="list-style-type: none"><li>• Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction...or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction</li></ul>
Stalking	<ul style="list-style-type: none"><li>• Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress</li></ul>
Liquor Law Violation	<ul style="list-style-type: none"><li>• The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages</li></ul>
Drug Law Violation	<ul style="list-style-type: none"><li>• The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use</li></ul>
Illegal Weapons Possession	<ul style="list-style-type: none"><li>• The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons</li></ul>

### Geography Definitions

#### On Campus:

- any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors).

## Appendix: C

### Non-Campus building or property:

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

### Public property:

- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## Appendix: D

### Threat Assessment Form

Members of the campus community concerned about an individual making threats or posing a risk of campus violence are encouraged to contact the Threat Assessment Team (TAT) via the Public Safety Office 540-453-2370 or the Public Safety Coordinator at 540-453-2305. If you do not perceive an immediate threat, please complete this form to help the college assess the potential threat. By providing information about troubling behavior, you can help to assist faculty, staff or student before a situation becomes dangerous. If you perceive an immediate threat to safety of persons or property, please call 9-911 from any campus phone, then the Public Safety Office at 540-453-2370 or 540-453-2503.

(See back of form for immediate threat warning signs).

Individual(s) of concern: \_\_\_\_\_

Check the appropriate box:

- Student
- Employee
- Other

Name of Person completing this form: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

\*This information will be kept confidential and will only be used to contact you for further information or updates.

Reason for Referral (explain your concerns): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Steps already taken to address the issue:

\_\_\_\_\_  
\_\_\_\_\_

Please check all applicable behaviors from the list on the back of the form.

Send completed form to: Melissa Walker, Building J, Rm J112, or via email at walkerm@brcc.edu.

Submitted forms will be used for investigative information only. Any action needed will be based on information discovered during the investigation.

## Appendix: D

<b>Check all that you think may apply:</b>	
<b>Mild Risk Behavior</b>	<b>Moderate Risk Behavior</b>
<input type="checkbox"/> Disruptive or concerning behavior	<input type="checkbox"/> Repeated disruption
<input type="checkbox"/> Individual shows signs of distress	<input type="checkbox"/> Possible threat is made or is present
<input type="checkbox"/> No threat is made or present	<input type="checkbox"/> The threat is inconsistent, lacks detail
<input type="checkbox"/> Social withdrawal or lacking interpersonal skills	<input type="checkbox"/> Excessive feelings of isolation
<input type="checkbox"/> Feelings of being picked on	<input type="checkbox"/> Excessive feelings of rejection
<input type="checkbox"/> Low school interest, poor academic performance	<input type="checkbox"/> Being a victim of violence, teasing, bullying
<input type="checkbox"/> History of discipline problems	<input type="checkbox"/> Dwelling on perceived injustices
<input type="checkbox"/> Feelings of being persecuted	<input type="checkbox"/> Seeing self as victim
<input type="checkbox"/> Depression	<input type="checkbox"/> Intolerance for differences
<input type="checkbox"/> Marked change in appearance	<input type="checkbox"/> Obsession with particular person
<input type="checkbox"/> Recent loss or disappointment (grades, relationship, death)	<input type="checkbox"/> History of violence, aggression
<b>Elevated Risk Behavior</b>	<b>Severe Risk Behavior</b>
<input type="checkbox"/> Seriously disruptive incidents	<input type="checkbox"/> Disturbed behavior; not one's normal self
<input type="checkbox"/> Exhibiting clear distress	<input type="checkbox"/> Threat made or is present
<input type="checkbox"/> Patterns of impulsive & chronic, hitting & bullying	<input type="checkbox"/> Affiliation with gangs
<input type="checkbox"/> General statements of distorted, bizarre thoughts	<input type="checkbox"/> Talking about weapons or bombs
<input type="checkbox"/> Visible signs of drug & alcohol use	<b>**Imminent Warning Signs**</b> (Call 9-911, then Public Safety at 540-453-2370)
<input type="checkbox"/> Inappropriate access to, possession of, use of firearms	<input type="checkbox"/> <b>Handling, displaying or use of firearm or other weapon. Severe rage.</b>
<input type="checkbox"/> Threats of violence (direct or indirect)	<input type="checkbox"/> <b>Suicide threats or statements, gestures, recent attempts. Severe destruction of property.</b>
<input type="checkbox"/> Expressions of violence in writings & drawings	<input type="checkbox"/> <b>Detailed recent threats of lethal violence (time, place, serious physical fighting, method, hit list, peers, family, other).</b>
<input type="checkbox"/> Uncontrolled anger	<input type="checkbox"/> <b>Rehearsing an attack or ambush</b>
<input type="checkbox"/> Threat is vague and indirect but shared with multiple people	

## Appendix: D

Please explain any checked items or concerns:

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Date referral form received: \_\_\_\_\_ Received by: \_\_\_\_\_