



Annual Security Report

October 1, 2024



As Required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act

Laurel Ridge Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or activities.

Laurel Ridge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Laurel Ridge Community College

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Laurel Ridge Community College

Introduction: Annual Security Report

Laurel Ridge Community College is required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) and the Higher Education Act to disclose campus security policy and crime statistics annually. This Annual Security Report (ASR) is prepared by the Campus Police Department to remain in compliance with the Clery Act. The statistics in this report were acquired from campus police incident reports, the college's Title IX Coordinator, and local law enforcement agencies surrounding all Laurel Ridge Community College Clery geographical locations. These are statistics of all Clery reportable crimes without revealing the identity of victims/witnesses making confidential reports. These statistics are reported behaviors and do not reflect whether these behaviors led to charges being placed or convictions against the individuals who were accused of these Clery offenses. This report contains policies, procedures and programs relating to crime prevention along with crime statistics collected during the 2023 calendar year.

Reportable offenses for Clery Act purposes are:

- Criminal Homicide (murder, non-negligent manslaughter, and manslaughter by negligence)
- Sexual Assault (rape, fondling, incest, and carnal knowledge)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (Any of the above-mentioned offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.) The hate crimes bias categories required to be reported by the *Clery Act* are disability, ethnicity, gender, gender identity, national origin, race, religion, and sexual orientation.
- Arrests and Referrals for Disciplinary Action (Arrests for weapons law violations, drug abuse violations, and liquor law violations, even if no charges were placed. Referrals for weapons law violations, drug abuse violations, and liquor law violations).
- Violence Against Women Act (VAWA) Offenses (dating violence, domestic violence, and stalking)

The reported crimes are cataloged utilizing the “hierarchy rule,” which is when the offender/perpetrator commits multiple offences in the same incident. When this occurs, the hierarchy rule is used when counting multiple offenses. The hierarchy rule requires that the most serious offense be counted when more than one offense was committed during a single incident. A single incident means that the offenses must be committed at the same time and place; or when the time interval and distance between the offenses were insignificant. Not all crimes committed in the same incident are counted with the statistics only the most serious per the hierarchy rule. If rape, fondling, incest, or statutory rape occurs in the same incident as a murder, the institution must record both the sex offense and the murder in its statistics. Dating violence, domestic violence, and stalking are not listed in the hierarchy in the final regulations for the VAWA amendments to the Clery Act. Arson is always reported along with any offense required to be reported under the hierarchy rule. Non-Clery Act crimes, crimes outside Clery geography, and unfounded crimes are not reported. For a crime to be unfounded, it must be investigated and deemed unfounded by a certified law enforcement officer.

Clery Geography

In compliance with the Department of Education’s requirements, statistical data is included within the Annual Security Report from two Clery geographical categories. These categories are “on-campus” and “public property.” Laurel Ridge Community College does not have student housing or “Greek Life” housing. Laurel Ridge Community College does not have ownership of, or control of, any of the non-campus locations where it sends its students. For this reason, there are no non-campus locations that are part of Laurel Ridge Community College’s Clery geography.

On-Campus: The Department of Education provided two separate three prong tests to determine if locations should be considered on-campus.

Locations are on-campus if:

- the institution owns or controls them.
- they are reasonably contiguous to one another.
- they directly support or relate to the institution’s educational purposes.

Locations are also on-campus if:

- the institution owns but does not control them.
- they are frequently used by students.
- they are used to support the institution’s educational purposes.

Public Property: Under Clery, public property encompasses all public property; including thoroughfares, streets, sidewalks, and parking facilities, that are immediately adjacent to and accessible from the campus. For example, the sidewalk adjacent to campus property, the street, and the median are included within public property statistics. Privately owned property is not “public property.” Offences that occur on non-campus locations and private property are not part of the college’s Clery geography.

Policy statements address the college’s policies, procedures, and programs concerning safety and security. Three years’ worth of statistics are included in the Annual Security Report for Clery offenses that were reported within the college’s Clery geography.

A copy of this report can be found at the campus police desks at the Middletown and Fauquier Campuses. A copy can also be found at the Welcome Desk at the Luray-Page County Center. Employees can receive a copy from Human Resources or from the campus police. Campus police will email the current Annual Security Report to anyone who requests it. The Annual Security Report is also available on the Laurel Ridge Community College website. On the homepage search for “Annual Security Report,” then go to the “Campus Police Reports and Statistics” link. Statistics are available on the Department of Education website as well (ope.ed.gov/security/).

Security of and Access to Campus Facilities

Laurel Ridge Community College is an open access facility during normal business hours for staff, students, parents, guests, and contractors. Authority to hold exterior door keys outside of normal business hours will be limited to the college President, Provost, Vice-Presidents, Campus Police & Security, and maintenance/custodial personnel who need access outside normal business hours. Exterior door keys to buildings will be limited to administrators having a frequent official need for access outside of normal business hours. All others requiring specific access to buildings will call Campus Police at 540-868-7233 for the Middletown campus and Luray/Page Center, and 540-351-1550 for the Fauquier campus to arrange access.

The Chief of Police continually reviews issues such as lighting, locks, landscaping, camera surveillance, alarms, and communications to maintain a safe and secure environment. Furthermore, the Safety Committee meets monthly to address areas that have been identified as problematic and assign necessary action steps for

resolution. This team is made up of staff, faculty, and administrators from each campus with representatives from Campus Police, Buildings and Grounds, Student Services & Academic Support, and Human Resources.

Law Enforcement & Jurisdiction

Campus Police are committed to maintaining a safe and secure learning environment for all students, employees, visitors, and community members. The team strives to provide courteous and professional service while remaining vigilant to protect the life and property of those who come to Laurel Ridge Community College's campus locations. Campus police officers are authorized to exercise the powers and duties conferred by law upon police officers of cities, towns, or counties in accordance with Virginia Code § 23-234 including, but not limited to, enforcing criminal and traffic laws of the Code of Virginia, making arrests, issuing traffic summonses, and conducting criminal investigations. Campus police officers are required to comply with the standards set forth by the Department of Criminal Justice Services. Campus security officers do not have arrest power.

Police and security officers assist with emergencies, evacuations, and drills; as well as vehicle battery "jumpstarts," vehicle lockouts, and escorts to parking lots. Laurel Ridge Community College's security officers are certified by the Virginia Department of Criminal Justice Services as Campus Security Officers. Police and security officers are trained and certified in CPR (cardiopulmonary resuscitation), the use of an AED (automatic external defibrillator), and the administration of Narcan during opiate emergencies.

Laurel Ridge Community College Campus Police have a well-established professional relationship with the Middletown Police Department, Frederick County Sheriff's Office, Fauquier County Sheriff's Office, Luray Police Department, Page County Sheriff's Office, and the Virginia State Police. A memorandum of understanding exists between the Laurel Ridge Community College Police Department and the Middletown Police Department to assist each other in the event of an emergency. Campus police have requested cooperation from local police to notify the college about situations that may require an emergency response or crimes reported to them that may warrant a timely warning. Crimes should be reported to campus police to assure a "timely warning" is given when it is appropriate.

Campus police and security officers perform mobile and foot patrols of the campus grounds to deter crime and promote safety. They also monitor the campus through electronic means.

Reporting Crimes and Other Emergencies

The Campus Police Department encourages victims and witnesses of crimes to make an accurate report to campus police in a timely manner. To report a crime, call or contact campus police at 540-868-SAFE (7233) for the Middletown Campus or the Luray-Page County Center. For the Fauquier campus, call 540-351-1550. Call 911 for emergencies only and then call campus police. Anyone wishing to report a non-emergency crime or suspicious activity can also make a report through “See Something Say Something” on the Laurel Ridge Community College website (laurelridge.edu/ssss). Additionally, a report of crime may be made to any Campus Security Authority, listed below:

- Campus Police and Security Officers
- Provost – Fauquier Campus
- Vice President of Financial and Administrative Services
- Associate Vice President of Student Services & Academic Support
- Associate Vice President, Human Resources
- Dean of Enrollment Services/Title IX Coordinator
- Dean of Students – Middletown Campus
- Director, Information Technology
- Director, TRIO & Coordinator Disability Services
- Coordinator of Student Life & Engagement

All college officials, except designated professional counselors, receiving information of a Clery reportable crime must contact the campus police to ensure the “timely warning” requirement is met to further protect the college community from a potentially dangerous threat.

To report a medical concern, call or contact campus police at 540-868-SAFE (7233) for the Middletown Campus or the Luray-Page County Center. For the Fauquier campus, call 540-351-1550. Call 911 for emergencies only and then call the campus police.

If fire or smoke is seen, pull the fire “pull station” to activate the fire alarm system and evaluate the building. Once outside in a safe location, call 911, and afterward the campus police. If there is a suspicious odor, but there is no visible fire or smoke, contact the campus police at 540-868-SAFE (7233) for the Middletown Campus or the Luray-Page County Center. For the Fauquier campus, call 540-351-1550.

All college computers have an Alertus “Panic Button” icon installed on their home screen. If there is an emergency and calling “911” is not an option, anyone can click once on the Alertus “Panic Button” icon on their computer and an emergency notification is sent to the campus police informing them there is an emergency. Only click the “Panic Button” icon in the event of an emergency. Intentional misuse of this alert system is strictly prohibited.

Reporting Procedures for Professional Counselors

Laurel Ridge Community College Campus Police strongly encourages all members of the campus community to immediately and accurately report criminal activity and suspicious persons to campus police or local law enforcement. Professional counselors are encouraged to inform people being counseled of the procedures for reporting crimes voluntarily and confidentially. However, counselors are exempt from the reporting requirements.

Mandatory Reporting of Child Abuse

Certain individuals are required by law to report suspected instances of child abuse. In 2012, the Virginia General Assembly (SB 239) added “any person employed by a public or private institution of higher education” to the list of “mandated reporters” in § 63.2-1509 of the Code of Virginia. Mandated reporters, including all Laurel Ridge Community College faculty and staff, are persons who in their professional or official capacity, are required to report instances of suspected child abuse and neglect to the local Social Service Department or to the Virginia Department of Social Services (DSS). The toll-free child abuse and neglect hotline is 1-800-552-7096.

The Code of Virginia § 63.2-100 defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause a non-accidental physical or mental injury;
- Has a child present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care;
- Abandons the child;
- Neglects or refuses to provide adequate supervision in relation to a child’s age and level of development;

- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage who had been convicted of an offense against a minor for which registration is required as a violent sexual offender, or;
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

Voluntary Confidential Reporting

If requested, a confidential report may be made to the Chief of Police or designee without revealing the identity of a victim. A confidential report will allow campus police to notify others of potential danger and collect crucial information about a crime regarding location, description of suspects, and methods used without releasing victim/witness identity. Confidential reports of crimes may be made by phone to 540-868-SAFE (7233) for the Middletown campus and Luray-Page County Center or 540-351-1550 at the Fauquier campus. Confidential reports can be made in person at the campus police office, police desk, or by making a report through “See Something Say Something” on the college website (laurelridge.edu/ssss).

Help is always available upon request and those willing to make a report of a crime to campus police may, at a minimum, receive counseling and referral information.

Timely Warnings, Emergency Notifications, and Evaluation

Laurel Ridge Community College is committed to delivering a “timely warning” when an incident involving a Clery offense, that the Chief of Police, or designee concludes, is an immediate or ongoing threat to the safety and security of the college community has been reported. The timely warning notification will include threats within the college’s Clery geography. These warnings will be delivered to everyone within the college community.

Laurel Ridge Community College is also committed to delivering “emergency notifications.” Emergency notifications are not limited to Clery offenses, but to any significant emergency or dangerous situation. Once confirmed, the emergency notification may be delivered to a specific area on campus or to the entire campus. This is determined by the Chief of Police, or designee, who authorized the notification.

Laurel Ridge Community College timely warnings and emergency notifications will be delivered via e-mail and cellular phone. “Laurel Ridge Alert” is a free service offered by the college. Sign up for text/email alerts at Laurel Ridge Alert or by texting “laurelalert” (all one word) to 226787 to receive alerts from Laurel Ridge Community College. Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the terms of use and privacy policy. To opt-out of Laurel Ridge Alert, you can delete the mobile phone number from your profile at Laurel Ridge Alert or text “STOP” to 226787 from your registered mobile phone. Laurel Ridge Community College does not charge for this service; however, your mobile phone company may charge for text messages. Please refer to your mobile phone service plan for more information. Visit “smart911.com” to create your free safety profile.

Facebook, Twitter, and the college website are other communication platforms Laurel Ridge Community College uses to disseminate important information.

In situations that pose an immediate threat, a notice will be posted on the plasma screen bulletin boards throughout the college. A notice will also be placed on the college website immediately accessible by computer and will be updated as the situation changes. A “timely warning” may be delayed if the notification would hinder or put at risk the safety of law enforcement or emergency medical/fire personnel, would hinder with the on-going investigation, or interfere with the apprehension of suspects.

Campus police work closely with the Crisis Communication Team to deliver timely warnings and emergency notifications of situations reported and are considered to represent a serious or continuing threat to students and employees. The following persons are responsible for delivering this notification:

- Director of Creative Services
- Director of Information Technology
- Chief of Police

Procedures for Emergency Response and Evacuation

Key members of the Financial and Administrative Services (FAS) Team, Emergency Response Coordinators, and campus police will serve as members of the Emergency Response Team (ERT). They are first responders for all campus emergencies and are responsible for identifying significant emergencies and dangerous situations and determining which segment of the campus community to notify and the content of the notification.

Laurel Ridge Community College Emergency Response Team

- Chief of Police
- Police Sergeants
- Provost
- Vice President of Financial and Administrative Services
- Associate Vice President of Student Services & Academic Support
- Chief Facilities Officer
- Director of Creative Services
- Director of Information Technology
- Director of Public Relations & Special Events
- Public Relations Coordinator

ERT Response

- Assess the emergency;
- Contact appropriate authorities;
- Contact appropriate Laurel Ridge Community College Administration through the Chain of Command;
- Proceed to emergency location or designated area;
- Provide basic emergency response direction;
- Implement the Crisis Communication Plan;
- Stay at designated area until the emergency is completely resolved.

Emergency Response Coordinators

Emergency Response Coordinators (ERC) are key members of the college who will assist college administrators, campus police, security officers, and the Emergency Response Team in the event of an emergency. The role of an ERC is to assist in emergency situations, evacuations, crowd control and other safety-related situations at the college.

Effective communication is critical to the proper handling of emergency situations. The Emergency Response Team (ERT) has established the following system to communicate quickly and effectively with the staff, faculty, and students during an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus:

Notifications

- E-mail
- Plasma Screen Bulletin Boards
- Laurel Ridge Alert
- Public Address System/Megaphone

Visual Aids

- Classroom Guides for Emergency Routes/Safe Haven
- Threat Level Reference Guides (Procedures)
- ADA Compliant Devices (Flashing Lights)

Emergency Action Instructions

- Crisis Communication Plan
- Continuity of Operations Plan
- Guide for Emergency Action Response

In the event of an emergency, the ERT will work closely with the Crisis Communication Team to deliver, without delay, information internally and externally. The ERT will consider the safety of the community unless communication will put at risk the efforts to respond to the emergency or assist victims. The following persons are responsible for delivering this notification:

- Director of Creative Services
- Public Relations Coordinator
- Director of Information Technology
- Chief of Police

The ERT and ERCs will annually test emergency response procedures using the following drills. These procedures are published in the Guide for Emergency Action Response and posted in all offices and classrooms in an emergency response guide (flipchart).

Fire Drills

An audible fire alarm or an in-person message to evacuate by a designated Laurel Ridge Community College employee will mark emergency situations that call for evacuation of classrooms and buildings. Emergency Response Coordinators will assist in the evacuation procedure for their assigned area. Treat all alarms as

genuine emergencies:

1. **Use Appropriate exits.** Exit the building following the posted routes that are displayed next to each exit door in the classrooms and/or office complex.
2. **Assist special needs individuals.** All people should be alert and responsive to individuals requiring special needs.
3. Emergency Response Coordinators: **Check all areas in your zone.** All employees are expected to help in ensuring all areas, including the student lounges and restrooms, are evacuated.
4. **People who do not have a class group or laboratory to help evacuate should be particularly alert to the need to assist in clearing all areas.** As zones are cleared, coordinators report to the administrator in command.
5. **Close windows and doors.** Remember that closed windows and doors reduce the spread of fire as well as helping to keep the building secure. However, if there is reason to believe a bomb exists, all classroom and office doors should be left open.
6. **Turn off laboratory gases, exhaust fans, etc.** Turn off all sources of fuel and oxygen that may feed a fire.
7. **Do not delay.** Do not take time to turn off computers, lights, or lock doors.
8. For onsite evacuations, **walk to the designated evacuation areas.** Do not stand near or between buildings.
9. **All designated evacuation areas should be 100 ft. from the building.**
10. Certain evacuations may require special actions that may require an evacuation away from the campus.

Shelter-in-Place

When an emergency occurs where evacuation is not an option, the college can offer limited shelter. An example would be circumstances in the area that would discourage/prohibit travel, such as an environmental emergency or the threat of severe weather. The college is equipped to shelter-in-place for short periods of less than 24 hours due to inadequate sanitary and health facilities necessary for longer sheltering periods.

The following are instructions on what to do when severe weather threatens:

- Campus police and security officers, in conjunction with the ERT, will monitor weather conditions and may evacuate outlying buildings and activity areas as a precautionary step.
- Go to interior rooms and halls on the lowest floor. Shelter-in-Place rooms have signage designating them as such. The signs glow when it is dark, so

- these rooms can be located when there is a loss of power.
- Stay away from glass enclosed places or areas with wide-span roofs such as auditoriums and warehouses.
 - Crouch down and cover your head.
 - No one should leave safe haven areas until campus police have given the official “all-clear.” There may have been damage to other campus areas that will require the assessment of emergency professionals.

Security Awareness Programs

Laurel Ridge Community College’s campus police and Student Life & Engagement staff work together to raise security awareness within the college community. Faculty, staff, and students are all encouraged to participate in these awareness campaigns and activities.

Some of security awareness programs the college offers are:

- The Fauquier County Domestic Violence & Sexual Assault Advocacy Program Resource Table.
- Domestic Violence – A Trauma Informed Approach. This training addressed the role of trauma in domestic violence and provided an educated approach in assisting domestic violence survivors.
- Child Sexual Abuse Awareness and Intervention. The college hosted a guest presenter from the Laurel Center (Domestic Violence Center) who talked about child abuse, how we can support survivors, and recognizing the signs of child sexual abuse.
- See Something Say Something Campaign. This campaign was used to educate faculty, staff, and students regarding the college’s See Something Say Something system that provides a confidential way to report safety and security concerns.
- Red Flag Campaign. Red flags were placed around campus to raise awareness about partner violence; flags and posters had website information so anyone interested could go to their website and learn more.
- Clothesline Project. In support of domestic violence awareness, students, staff and faculty designed t-shirts and hung them up on clotheslines at the Luray-Page Center to raise awareness.
- Screening of *The Bystander Moment*. In this documentary Jackson Katz explores the role of bystanders - especially friends, teammates, classmates, and co-workers, in perpetuating sexual harassment, sexual assault, and other forms of gender violence. Katz also gives special attention to the peer culture dynamics - in particular the male peer culture dynamics across race

and ethnicity - that help to normalize sexism and misogyny while silencing other men in the face of abuse.

- Informational material. The college places paper flyers in various locations throughout its campuses relating to security concerns and projects the same information on plasma screen bulletin boards at all campus locations.

Crime Prevention Programs

Laurel Ridge Community College's campus police and Student Life & Engagement staff also work together to raise awareness about crime prevention and how to reduce the risk of becoming a victim of crime within the college community. Faculty, staff, and students are all encouraged to participate in these programs and activities.

Some of crime prevention programs the college offers are:

- Police and Campus Safety Presentation. This presentation teaches ways the campus police support students, as well as how students can be safe and protect themselves.
- Self-Defense Classes. The campus police teach basic crime prevention to the classes and then transitions to "hands-on" personal protection tactics where the faculty, staff, and students are taught physical defense and are given an opportunity to demonstrate their newly acquired skills on the class instructor.
- The Phoenix Project Domestic Violence Awareness Table. The Phoenix Project provided information about domestic violence, provided survivor resources, and educated about domestic violence prevention.

Alcohol and Other Drug Policies

Students

The Student Drug and Alcohol Policy can be found at <https://intranet.laurelridge.edu/wp-content/uploads/2013/06/Student-Drug-and-Alcohol-Policy.pdf>. Students shall not possess, use, distribute or manufacture illegal drugs and alcohol on school property including buildings, facilities, grounds, property controlled by the college, as part of college activities on or off campus, while serving as a representative of the college at off-campus meetings, in any state-owned, controlled, or leased property or at a site where state work is performed.

A disciplinary hearing will occur for those students not adhering to the policy.

Depending on the severity of the violation and the results of a disciplinary hearing, one or more of the following penalties can be imposed: counseling, warning probation, disciplinary probation, restitution, suspension, or expulsion.

Faculty and Staff

Laurel Ridge Community College follows the Department of Human Resources Management (DHRM) policy. Refer to the DHRM Policy Manual – Section 1: Alcohol and Other Drugs Policy 1.05 (<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/1-05-alcohol-other-drugs-10-5-21.pdf>).

Individuals in violation of this policy may also be subject to legal sanctions under local, state, or federal law regarding the unlawful possession or distribution of illegal drugs and alcohol. Illegal distribution of prescription drugs and medications is also prohibited in these venues. Students that are inebriated or otherwise under the influence of drugs or alcohol according to the subjective standards of a college official are not allowed in Laurel Ridge Community College classrooms at any point. Laurel Ridge Community College students experiencing a problem with drugs or alcohol abuse, or dependency are encouraged to seek counseling services.

Anyone seeking assistance with drug or alcohol abuse, or dependency can contact the national Substance Abuse and Mental Health Services Administration (SAMHSA) hotline at 800-662-4357.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking (Including Student Disciplinary Proceedings / Results)

Policy on Sexual Assault

Sexual assault includes sexual intercourse or assault without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent. Sexual assault includes (but is not limited to) any intentional touching by the respondent, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the respondent by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including sexual violence or rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration is prohibited and is punishable by either suspension or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal conduct may constitute sexual harassment, which is also prohibited under college regulations.

Procedures for Reporting Sexual Assault

All victims of sexual assault crimes are encouraged to report the incident(s) immediately to any Campus Security Authority (CSA) and local or state police. The college will assist complainants with notifying law enforcement, if desired, that a sexual assault has taken place.

Steps to take if sexually assaulted:

1. Call 911 or campus police immediately.
2. Stay with a trusted friend in a safe place.
3. Seek emergency medical attention at a hospital right away and ask for a physical evidence recovery kit (PERK) exam.
4. Preserve evidence of the assault in the following ways:
 - Do not wash, bathe, or brush your teeth,
 - Do not change your clothes,
 - Write down a description of suspect(s).

Following the above steps is crucial to collecting and preserving evidence for prosecution of suspects, without which identification and prosecution could be more difficult. Although a victim may choose not to prosecute, they are still encouraged to seek medical attention to determine the risk of sexually transmitted diseases (STDs), pregnancy, and the possibility of being drugged even if there are no physical injuries.

Victims may receive valuable assistance by contacting victim services at:

- Page County Victim / Witness Program
116 South Court Street, Suite D Luray, VA 22835 540-743-4951
- Frederick County Victim / Witness Program
107 North Kent Street, Suite 202 Winchester, VA 22601, 540-665-6369
- Fauquier County Victim / Witness Program
40 Culpeper Street Warrenton, VA 20186 540-341- 8178
- State Sexual Assault / Rape Crisis Center (will provide direct contact to local / county agency) Virginians Aligned Against Sexual Assault 434-979-9002

Procedures for Violations of the Sexual Assault Policy

Alleged incidents of sexual assault will be adjudicated according to the standards set forth in the college's student code of conduct with the following special procedures:

1. Both the complainant and the respondent are each entitled to declare whether the hearing will be by the entire sexual misconduct committee (hereafter referred to as the committee) or by two hearing officers. Each will be consulted individually about the preferred type of hearing. If the complainant and the respondent do not select the same type of hearing, the Associate Vice President of Student Services and Academic Support, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.
2. If the hearing officers' option is selected, the hearing will be conducted by two members of the committee, one male and one female, appointed by the committee chair.
3. The complainant and the respondent may be present at the hearing with a personal advisor of his/her choosing. The advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.
4. The complainant is permitted, but not required, to be present throughout the hearing. The complainant may present the case in whole or in part, in lieu of the college presenter (Associate Vice President of Student Services and Academic Support or designee). The complainant and the college presenter may not ask repetitive questions of any witness. Upon prior consultation, either the complainant or the presenter may make summary comments in the hearing.
5. The complainant and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the committee will make the determination.
6. The complainant and the respondent will receive written notification of the outcome of the hearing and any action imposed.

Policy on Sexual Harassment

A. Notice of Nondiscrimination.

As a recipient of federal funds, Laurel Ridge Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination based on gender in educational programs or activities, admission, and employment. Laurel Ridge Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities and does not discriminate based on race, color, gender, age, religion, disability, national origin, marital status, political affiliation, sexual orientation, or other non-merit factors. Laurel Ridge Community College also prohibits sexual misconduct including sexual violence or harassment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the college’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Mia Leggett-Dezura, whose office is located at the Middletown Campus, Cornerstone Hall, Room 160D, and may be contacted by phone at 540-868-7087 or by email at titleix@laurelridge.edu .

B. Policy.

Laurel Ridge Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, gender, ethnicity, religion, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the college may provide.

C. Purpose

The purpose of this policy is to establish that the college prohibits discrimination,

harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated, and resolved.

D. Applicability

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

E. Definitions

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

Complainant: A complainant refers to an individual who believes that they have been the subject of a violation of this policy and files a complaint against a faculty member, staff member, student, or a third party.

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

Mental incapacity means a 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 using drugs or alcohol. Intoxication is not the same as incapacitation.

Physical helplessness means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to

communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached using alcohol or drugs.

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

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

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

Responsible Employee: A responsible employee is one designated for the purposes of initiating notice and investigation of alleged violations of this policy or who has the authority to take action to redress violations of this policy. A responsible employee also is any employee a person believes is a responsible employee. Responsible employees are required to forward all reports of violations of this policy to the appropriate Title IX Coordinator. [Any employee with supervisory authority is a responsible employee. (Alternatively, the college may name responsible employees by title, or name employees who are CSAs as responsible employees.)]

A responsible employee shall not be an employee who, in their position at the college, provides services to the campus community as a licensed health care professional (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Review Committee: Review committee refers to the committee consisting of three or more persons, including the Title IX Coordinator or their designee, a representative of campus police, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

Gender Discrimination: Gender discrimination is the unlawful treatment of another based on the individual's gender that excludes an individual from participation in, separates, or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college programs or activities.

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

Sexual Exploitation: Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

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

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

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual

misconduct includes rape, sexual harassment, sexual assault, sexual exploitation, and sexual violence.

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

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

Third Party: A third party is any person who is not a student or employee of the college.

F. Retaliation

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

G. Reporting Incidents

1. Members of the campus community who believe they have been subjected to a crime should immediately 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 911 or 540-868-7233 in Middletown and Luray or 540-351-1550 in Fauquier.

2. Whether a report is made to law enforcement, members of the campus community should report alleged violations of this policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing

the prompt, fair, and impartial investigation and resolution of complaints filed with the college. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete the online form in the Maxient System, “See Something, Say Something.” The complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint in writing.

After normal business hours, members of the campus community should report alleged violations of this policy to the Laurel Ridge Community College Police/Security at (540) 868-7233 for Middletown and Luray or (540) 351-1550 in Fauquier.

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

Title IX Campus Resources

Title IX Coordinator: Mia Leggett-Dezura
Middletown Campus, Room 160D
Cornerstone Hall
540-868-7087
titleix@laurelridge.edu

H. Handling of Reports and Investigations

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

I. Confidentiality and Anonymous Reports

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

2. Responsible employees must report all alleged violations of this policy obtained during his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes [Campus Security Authorities (CSAs) under the Clery Act)]. CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the college concerning the abuse of a minor must be reported in compliance with state law.

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

- The seriousness of the allegation(s),
- The complainant's or alleged victim's age,
- Whether there have been other similar complaints against the same respondent,
- The respondent's right to receive information about the allegations if the information is maintained by the college as an "education record" under

FERPA; and,

- The applicability of any laws mandating disclosure.

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

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred within the college's Clery geography, the Title IX Coordinator shall convene the college's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The college immediately shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to paragraph I (4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first team review meeting and shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was disclosed pursuant to paragraph I (4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made. In addition, law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felony sexual assault.

6. The college will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The college must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations to defend against the complaint.

The college, when available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this policy. When such accommodation is provided, the college will protect the privacy of the complainant to the extent possible while still providing the accommodation.

J. Immunity

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

K. Timely Warnings

The college is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The college will ensure, to every extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety considering the potential danger.

L. Interim Measures

1. Prior to the resolution of a complaint, the college may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the

complainant or complainant's witnesses. The college shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the college shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

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

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

M. Sexual and Domestic Violence Procedures

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

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24

hours a day.

- You should take steps to preserve any physical evidence because it will be necessary to substantiate criminal domestic violence, dating violence, sexual assault, or stalking; or in obtaining a protective order.
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact takes place.
 - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - Tell someone all the details you remember or write them down as soon as possible.
 - Maintain text messages, pictures, online postings, video, and other documentation; and any other electronic evidence that may corroborate a complaint.

N. Written Notification of Rights and Options

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

O. Support Services

1. All students and employees will receive information in writing about available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For more information about available resources, go to:

<https://laurelridge.edu/community-resources/> or contact the Virginia Statewide Family Violence and Sexual Assault Hotline at 1-800-838-8238.

P. Education and Awareness

1. The college conducts a program to educate students and employees about this policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. Incoming students and new employees take part in a primary prevention and awareness program. The program, at a minimum, shall include:
 - A statement that the college prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.
 - The definition of domestic violence, dating violence, sexual assault, and stalking.
 - The definition of consent.
 - Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.
 - Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
 - Information on possible sanctions, procedures following an incident of sexual violence, domestic violence, dating violence, or stalking; disciplinary procedures, and the protection of confidentiality; and
 - Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.
3. The college also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

Q. Resolution of Complaints

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

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

R. Formal Resolution Process

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

- a) Provide the complainant with a copy of this policy.
- b) Provide the complainant with a complaint form, if necessary.
- c) Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements.
- d) Explain avenues for formal resolution and informal resolution of the complaint.
- e) Explain the steps involved in an investigation.
- f) Discuss confidentiality standards and concerns with the complainant.
- g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the college or no resolution of any kind.
- h) Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service in which the college has entered a memorandum of understanding.
- i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary, during the investigative and resolution processes.
- j) Discuss the right to a prompt, fair, and impartial resolution of the complaint; and
- k) Discuss the college's obligation to disclose information about the complaint, including personally identifiable information, to campus / local law

enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

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

- a) Provide the respondent, in writing, with sufficient information to allow him or her to respond to the substance of the allegation.
- b) Provide the respondent with a copy of this policy.
- c) Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements.
- d) Explain the college's procedures for formal resolution and informal resolution of the complaint.
- e) Explain the steps involved in an investigation.
- f) Discuss confidentiality standards and concerns with the respondent.
- g) Discuss non-retaliation requirements.
- h) Inform the respondent of any interim measures that may be imposed on the respondent.
- i) Refer the respondent to campus and community resources, as appropriate.
- j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the investigative and resolution processes.
- k) Discuss the respondent's right to due process and a prompt, fair, and impartial resolution of the complaint.
- l) If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the college will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all the evidence.

3. Title IX Coordinator's Initial Determination.

a) The college shall conduct an investigation of the complaint unless (i) complainant does not want the college to pursue the complaint and the Title IX Coordinator has determined that the college can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

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

4. Appointment of the Investigator and Conduct of the Investigation.

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

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's

appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations for witnesses to be interviewed during the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

c) During the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses, the logic and consistency of the evidence, motives, and any corroborating evidence.

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

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

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

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation.
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s).
- The date that the complaint or other report was made.
- The date the respondent was interviewed.
- The names and gender of all persons alleged to have committed the alleged violation.
- The names and gender of all known witnesses to the alleged incident(s).

- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained.
- Any written statements of the complainant or the alleged victim if different from the complainant.
- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the college resumed its investigation and disciplinary process (if applicable).

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

The withdrawal of a student from the college while under investigation for an alleged violation of this policy involving an act of sexual violence in most cases, should not end the college's investigation and resolution of the complaint. The college shall continue the investigation, if possible, as set forth under this policy. The college shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the college shall place a notation on the student's academic transcript that states, "*Withdrew while under investigation for a violation of Laurel Ridge Community College's sexual misconduct policy.*" After the College has completed its investigation and resolution of the complaint, the college shall either (1) remove the notation if the student is found not responsible or (2) change the notation to reflect either a suspension or dismissal for a violation of the policy if either was imposed. The college shall end the investigation and resolution of the complaint if the college cannot locate the respondent and provide him or her with notice and the opportunity to respond. In such cases, the college shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

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

1. The Title IX Coordinator will determine whether there is a preponderance of evidence to find that the respondent violated this policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of evidence" standard requires that

the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

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

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

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

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Judicial Officer, Dean of Students / Vice President for Student Affairs, or another appropriate official. Within ten (10) workdays, the Judicial Officer shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that

directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the results of a disciplinary proceeding involving the respondent regarding an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of results must include only the name of the student, the violation committed, and any sanction imposed by the college against the student.

6. If the respondent is an employee, the Title IX Coordinator will forward the reports to the employee's supervisor, HR Director, or other college official. Within ten (10) workdays, the supervisor and HR Director shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).

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

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

T. Informal Resolution

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a college official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the college official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the college official will hold a meeting(s) with the parties and coordinate informal resolution measures. The college official shall document the meeting(s) in writing.

Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.

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

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

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

U. Sanctions & Corrective Actions

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

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

- ❖ If a student is found responsible for an act of sexual violence under this policy and is suspended or dismissed, the student's academic transcript shall

be noted as follows: “*Suspended/Dismissed for a violation of Laurel Ridge Community College’s sexual misconduct policy.*” In the case of a suspension, the college shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is in good standing. The student shall be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student’s academic transcript.

- ❖ If a student withdraws from the college while under investigation involving an act of sexual violence under this policy, the student’s academic transcript shall be noted as follows: “*Withdrew while under investigation for a violation of Laurel Ridge Community College’s sexual misconduct policy.*” Students are strongly encouraged not to withdraw from the college during an investigation.
- ❖ The college shall immediately remove the notation from the student’s academic transcript upon a subsequent finding that the student is not responsible for an offense of sexual violence under this policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student’s academic transcript.
- ❖ Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student’s academic transcript after resolution of all appeals.

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

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

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

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

V. Appeals

The complainant and the respondent can appeal the outcome of the written investigative report, or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may request that the college reconsider its decision in writing to the Vice President of Finance and Administrative Services.

W. Academic Freedom and Free Speech

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

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

X. False Allegations

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

Y. Consensual Relationships

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

Z. Record Keeping

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

Sex Offender Registration Policy

On Oct. 28, 2002, the Campus Sex Crimes Prevention Act took effect. This Act requires institutions of higher education to issue a statement advising the campus community where information on the identity and location of registered sex offenders may be obtained. This Act also requires registered sex offenders to provide notice to each institution of higher education of their status as a registered sex offender if that person is employed, carries on a vocation, volunteers services, or is a student. Information about the sex offender registry can be found online on the Virginia State Police website (Sex-Offender.VSP.Virginia.gov/sor/).

Middletown Campus	2021		2022		2023	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Criminal Offenses						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible:	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Property Destruction, Damage, Vandalism	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
Arrests						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Middletown Campus (Cont.)	2020		2021		2022	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Disciplinary Actions						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Offenses						
<i>Domestic Violence</i>	0	0	0	0	0	0
<i>Dating Violence</i>	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0

Fauquier Campuses	2020		2021		2022	
Criminal Offenses	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Property Destruction, Damage, Vandalism	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0

Fauquier Campuses (Cont.)	2020		2021		2022	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Arrests						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Actions						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Offenses						
<i>Domestic Violence</i>	0	0	0	0	0	0
<i>Dating Violence</i>	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0

Luray Campus	2020		2021		2022	
Criminal Offenses	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible	0	0	0	0	0	0
Forcible Rape	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Offenses						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses/ Forcible	0	0	0	0	0	0
Sex Offenses/Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Property Destruction, Damage, Vandalism	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
Arrests						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Luray Campus (Cont.)	2020		2021		2022	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Disciplinary Actions						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA Offenses						
<i>Domestic Violence</i>	0	0	0	0	0	0
<i>Dating Violence</i>	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0