



**Jefferson College**  
*of* **Health Sciences**  
at CARILIONCLINIC 

# **2018**

# **Clery Annual Security Report**

**August 2019**

Jefferson College is committed to providing the campus community with the safest environment possible; however, even the most extensive initiatives cannot succeed without awareness and cooperation of those who work, study, and learn on campus.

Campus safety is a shared responsibility.

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Jefferson College of Health Sciences Annual Security Report is published to promote the safety and security of our students, staff and visitors. The College places a strong emphasis on safety and security and fully complies with the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, amended 1998, and the Higher Education Opportunity Act (Public Law 110-315) (HEOA) enacted on August 14, 2008, the Campus Sexual Violence Elimination (SaVE) Act of 2013, Dear Colleague Letter of 2017 and reauthorizes the Higher Education Act of 1965, as amended.

This report includes a list of crime statistics which must be reported under federal law, and includes information on availability of the report, procedure for preparing the report, definitions, procedure for reporting crimes and emergencies, campus police authority, timely warnings, emergency response and evacuations, fire safety, campus access, missing persons, confidential reporting, alcohol and illegal drugs, safety and awareness programs, crime prevention, addressing criminal activity off-campus, domestic violence, dating violence, sexual assault and stalking awareness and prevention, education, resources and response, and the means to obtain registered sex offender information. It is prepared by the Clery/Title IX Committee with representatives from College Administration, Campus Clinic Police Department (CCPD), Communications and College Relations, Safety Officer, Student Affairs and Title IX Coordinator. This report is prepared in cooperation with the Carilion Clinic Police Department, local law enforcement agencies surrounding our campuses and Student Affairs.

### **Availability of Annual Security Report**

A copy of Jefferson College Annual Security Report is posted on the College's website annually by October 1 and includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Jefferson College and on public property within, or immediately adjacent to an accessible from the campus. Properties in this report include; On-campus: CRCH Building at 101 Elm Avenue, S.E. and all adjacent and immediate access areas within the second sidewalk. Off-campus: The Patrick Henry at 611 South Jefferson Street, S.E. and all adjacent and immediate access areas within the second sidewalk.

Each year, an email notification is made to all enrolled students, faculty and staff that provide the website to access this report. Notification is placed on the website for prospective students and employees and in hard copy brochures. Notifications are also placed on the College Safety webpage, bulletin boards, and monitors. Jefferson College also has additional institutional policies concerning campus safety that are available by contacting College Administration at 540-985-8513.

### **Procedure for Preparing Annual Disclosure of Crime Statistics**

College Administration and the Clery/Title IX Committee prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and Campus SaVE Act. The report is included on the Jefferson College website at

[www.jchs.edu](http://www.jchs.edu). This report is prepared in cooperation with the Carilion Police, local law enforcement agencies surrounding our campuses, and Student Affairs. Written requests are sent annually to CCPD, Roanoke City Police Department (RCPD), Virginia State Police (VSP), Student Affairs, and the Campus Security Authorities (CSA's) requesting crime statistics, crime reports on campus sexual violence offenses and disciplinary actions for the previous calendar year.

The chart below indicates the information to be provided and the source:

<b>Offense</b>	<b>Location</b>	<b>Party Responsible For Reporting the Statistic</b>
Murder/Non-Negligent Manslaughter and Negligent Manslaughter	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Sex Offenses, Forcible and Non-Forcible	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Robbery	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Aggravated Assault	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Burglary	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Motor Vehicle Theft	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Arson	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
<b>Offense</b>	<b>Location</b>	<b>Party Responsible For Reporting the Statistic</b>
Liquor Law Arrests	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Liquor Law Violations Referred for Disciplinary	On Campus Residential Facilities	Dean for Student Affairs or designee

Action	Non Campus Public Property	
Drug Law Arrests	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Drug Law Violations Referred For Disciplinary Action	On Campus Residential Facilities Non Campus Public Property	Dean for Student Affairs, or designee
Illegal Weapons Possession Arrests	On Campus Residential Facilities Non Campus Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus Residential Facilities Non Campus Public Property	Dean for Student Affairs or designee
<b>Hate Crime Offenses</b>	<b>Location</b>	<b>Party Responsible for Reporting the Statistic</b>
Criminal Homicide Sex Offenses Robbery Aggravated Assault Burglary Motor Vehicle Theft Arson Any other crime involving bodily injury Larceny-Theft Simple Assault Intimidation Vandalism of Property	On Campus, Residential Facilities, Non Campus and Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's
<b>Sexual Offenses</b>	<b>Location</b>	<b>Party Responsible for Reporting the Statistics</b>
Domestic Violence Dating Violence Sexual Assault Stalking	On Campus, Off Campus, Non Campus, and Public Property	CCPD (in conjunction with RCPD/VSP), and CSA's

## **Hate Crimes**

The College reports Clery crimes according to categories of bias that may have motivated, in whole or in part, the offender to perpetrate the crime against a person or property. Under Clery, the categories of bias include disability, ethnicity/national origin, gender, gender identity, race, religion, and sexual orientation.

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

It is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a hate crime. Even if the offender was mistaken about the victim's disability, ethnicity, national origin, gender, gender identity, race, religion, and sexual orientation, the offense is still a hate crime as long as the offender was motivated by bias against that group. For Clery, hate crimes include any offense of bias included in the following crimes: murder, non-negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

## **Crime Definitions**

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

**Bias** – A performed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

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

**Drug Abuse Violations** – The violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance, and arrests for violations of State and local laws, specifically those

relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate Crime – A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

The Hierarchy Rule – In the event two reportable crimes are committed during the same incident, for reporting purposes, only the highest offense is reported, except in cases where a sex offense or arson and another reportable crime has occurred during the same incident; in these cases, the crimes shall be reported as separate and accumulative offenses.

Homicide/Manslaughter by Negligence – The killing of another person through gross negligence.

Homicide/Murder/Non-negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Intimidation – To unlawfully place another person in the reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft – (except motor vehicle theft) - The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks are excluded.

Liquor Law Violations – The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence or drunkenness.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle, where automobiles are taken by a person not having lawful access.

Robbery – The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Weapons Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

## Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instance where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, including, but not limited to, sexual or physical abuse or threat of such abuse and not including acts covered under the definition of domestic violence.

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Campus Geographic Categories**

Non-Campus – Any building or property used by a student organization either owned or controlled by the institution used in direct support, or in relation to, educational purposes frequently used by students not within reasonable contiguous area of the institution and exceeding the second sidewalk.

On Campus – This is what most people traditionally think of as the main part or core of an institution. A building or property that an institution owns, rents or leases is considered to be “controlled by” the institution. A building or property that is owned by a third party that has a written contract with the institution is also considered to be controlled by the institution. For purposes of Clery reporting, on-campus is defined as any building or property owned or controlled by the institution within the same reasonable contiguous area, not exceeding the second sidewalk.

Public Property – Any public owned property including thoroughfares, streets, sidewalks and parking within the campus and immediately adjacent to or accessible from campus.

Student housing or other residential facilities for students on campus – This is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in student housing facilities or other residential facilities for students on campus. It must also make a separate disclosure limited to the number of crimes occurring in student housing or residential facilities on campus. The College does not currently operate an on-campus student housing facility.

**General Procedure for Reporting a Crime or Emergency**

CCPD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police, when the victim elects to, or is unable to make such a report. Contact CCPD at 7-7911 or 540-981-7911 to report any suspicious activity or persons seen in the parking lots or loitering around vehicles, inside buildings or around residence halls.

In addition, you may report a crime to a Campus Security Authority and the following:

College Administration	540-985-9084 CRCH 3 <sup>rd</sup> Floor Administration
Dean for Student Affairs	540-985-8501 CRCH 4 <sup>th</sup> Floor Student Affairs
Title IX Coordinator	540-985-9701 CRCH 4 <sup>th</sup> Floor Student Affairs
Title IX Investigator(s) CRCH 4 <sup>th</sup> Floor Student Affairs:	540-985-8502

540-985-9701 540-224-4686 540-224-4640	CRCH 9 <sup>th</sup> Floor 932 540-985-9946
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Campus Security Authorities (CSAs) are designated according to federal law as officials who have significant responsibility for student and campus activity, including but not limited to student housing, student discipline and campus judicial proceedings. Annually, CSAs receive and sign a memorandum of understanding educating them on their responsibilities, including a presentation for training. CSA's include Carilion Police and Security Officers, College President, Deans, Student Affairs Staff, Members of the Clery/Title IX Committee, Resident Advisors, Club Advisors, and Campus Safety Students.

If you are at a clinical site that is not a Carilion facility, please contact the local police department. In addition, you are encouraged to contact one of the above named individuals to allow the College to be informed of the incident.

### **Campus Police Authority and Jurisdiction**

CCPD is a national accredited law enforcement agency with complete authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Any College owned or leased property in outlying areas is patrolled jointly by both CCPD and local law enforcement agencies. Crimes are to be immediately reported to CCPD or appropriate law enforcement agency. Police emergencies are to be called into CCPD at 540-981-7911. Fire and medical emergencies are to be called into RCPD at 911. If minor offenses involving College rules and regulations are committed by a College student, CCPD may also refer the individual to the disciplinary division of Student Affairs.

Major offenses such as rape, murder, aggravated assault, sexual violence, robbery, auto theft, hate crimes and arson are reported to the local police and joint investigative efforts with investigators from RCPD are deployed to solve these serious felony crimes. The prosecution of all campus criminal offenses, both felony and misdemeanor, are conducted at the Roanoke City General District Court or the Roanoke City Circuit Court. CCPD personnel work closely with local, state, and federal police agencies and have direct communication through our twenty-four hour emergency dispatch center.

Through CCPD, Jefferson College has a memorandum of understanding (MOU) with Roanoke City Police Department and the Virginia State Police regarding the reporting of Clery reportable crimes.

CCPD maintains a (National Criminal Information Center) NCIC and (Virginia Criminal Information Network) VCIN computer terminal. Through this system police personnel can access the National Crime Information Computer system as well as the Virginia Criminal Information Network computer. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information. Daily

logs record all criminal incidents, including non-Clery Act crimes reported to the department. The electronic log includes the nature of crimes, date and times occurred and reported, with general locations and disposition of the complainant. The electronic logs are backed up by the technology network. Daily crime logs are available for review during normal business hours.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is provided to CCPD for any action or follow-up that may be required.

In addition to CCPD, the College identifies Campus Security Authorities (CSAs) with responsibility for reporting alleged crimes. The College Title IX Coordinator and Counselors inform persons of the procedure for voluntarily reporting crimes on a confidential basis for crime statistic purposes.

### **Timely Warnings and Immediate Notifications**

In the event a situation arises, either on or off campus, that, in the judgment of the available Clery/Title IX Committee, College Administration, Safety Officer, CCPD, or the Safety Assessment Intervention and Facilitation (SAIF) Team which warrants a warning or notification, a timely warning or immediate notification will be made. When there is knowledge of a crime which must be reported in statistics for all campus geographic areas, a 'timely warning' will be issued. For any significant emergency or dangerous situation involving an immediate threat to the health and safety of employees, students, and visitors on campus, but not necessarily all geographic areas, an 'immediate notification' will be issued. The warnings will be issued through the college emergency notification system (everbridge), the college e-mail system to students, faculty, and staff, and the college website and hallway monitors by the College Communications & Public Relations Coordinator, a member of College Administration or Carilion Police Dispatch Center. This provides the college community with more immediate notification.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Crime Alert Bulletins may be posted in the residence hall and throughout the College campus.

Any situation requiring an immediate response will be communicated through everbridge and the College email system. Anyone with information warranting a timely warning should report the circumstances to CCPD, by phone (540-981-7911) or in person at the dispatch center on the fifth floor at Carilion Roanoke Memorial Hospital, Roanoke City Police at 911, College Administration and Safety Officer, Student Affairs, a Campus Security Authority, or a member of the Safety Assessment Intervention and Facilitation (SAIF) Team.

Beginning fall 2007 semester, timely warnings were enhanced with the utilization of an optional text messaging alerts system. In fall 2016, the college migrated to everbridge emergency notification system, aligning our safety efforts with Carilion Clinic. These

warning alerts are available to all Jefferson College faculty, staff, and students through automatic email alerts and opt-in text and voice message alerts.

Specific information in the Memorandum of Understanding (MOU) with Jefferson College through CCPD between RCPD and VSP includes prompt communication that may warrant a timely warning for the campus community, as well as the larger community.

### **Emergency Response and Evacuation Procedures**

The emergency response and evacuation procedure is to provide information for the handling of emergency responses and evacuation operations for the campus of Jefferson College. CCPD and Carilion Clinic Emergency Management and Incident Command Team are familiar with the National Information Management System (NIMS) and Incident Command System (ICS). If an incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually CCPD, RCPD and Roanoke Fire and Rescue. These agencies will work with Jefferson College to manage the incident. The College will immediately notify the campus community once a confirmed significant emergency or dangerous situation involving “immediate threat to the health or safety of employees, students or visitors” is occurring on campus, unless notification will compromise efforts to contain the emergency, assist victim(s) or mitigate the emergency. Delaying notification would be for as short a period as possible and only if there is a professional determination by law enforcement that issuing a notice would put the community at greater risk.

The President, or designee, and other members of the College Administrative and SAIF Teams, in conjunction with the assistance from CCPD and RCPD, will promptly determine if there is an immediate threat to health or safety, determine who to notify, the content of the notice and initiate the notification system. If warranted, administration will notify the on-call incident commander to activate the Incident Command Team to set up the Emergency Operation Center.

Methods of emergency notification include everbridge emergency notification system that allows the College to send an email, SMS, and voice message alerts to all faculty, staff, and students who have subscribed to receive all three of these services. Email alerts are automatically delivered to employees and students, with opt-in options for text and voice messages.

The alerts will only be sent in cases of imminent danger or when an emergency situation will impact a significant number of people. Emergency notifications will be distributed via email at [jchs.edu](http://jchs.edu), posted on the College website homepage and monitors, and may be issued by placement of flyers around campus, and use of the College’s emergency floor monitors. Floor monitors are stationed throughout the facilities to assist in emergency situations.

In the event of a hostile environment, always attempt to flee the area as quickly and safely as possible. If it is not safe to run, find a place to hide where you can lock or

barricade the door, turn off lights and silence devices. It may become necessary to fight an attacker if your hiding area is compromised.

Jefferson College will test evacuation operations and the emergency message system annually. Tests, drills and exercises are conducted through fire alarm activations, weather related drills and exercises. These events provide an opportunity to combine the services of the campus community with police, fire and emergency services personnel, as well as offer assessments and follow through.

A Safety Plan is developed, maintained, and revised annually by the Safety Committee to address safety concerns at the College, including emergency responses and evacuation plans. The College website houses a College Safety page maintained by the Safety Officer. Additional information specific to students is also contained in a Student Handbook which is revised annually.

Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to the police immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night and utilize CCPD or a Campus Safety Student, if necessary.
- Carry small amounts of cash.
- Never leave valuables unattended.
- Always keep doors locked (office, vehicle, residence hall)
- Carry your keys at all times and do not lend them to anyone.
- If of legal age, limit alcohol consumption. If not of age, abstain from alcohol consumption.
- Leave social functions that become too loud, too crowded or have people drinking excessively or engaging in illegal activity.
- Document serial numbers for items of value.

Jefferson College does not have child care facilities to provide care for employees, students, or visitors. The College is not responsible for the health and safety of children who are left unattended on the campus premises.

At Jefferson College, the safety and security of our students, faculty, staff, and visitors is very important. However, even the most extensive initiatives cannot succeed without awareness and cooperation of those who work, study, and learn on campus. Campus safety is a shared responsibility.

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## **Shelter in Place**

In the event of an emergency situation, evacuating may not always be the preferred reaction. Sometimes the best way to remain safe in an emergency is to stay inside and shelter in place. If you are inside and the facility is affected, evacuate. If you are outside, proceed into the closest facility or follow instructions from emergency personnel on the scene.

The term, shelter in place, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Shelter in place should only be used when an evacuation is not safe. The decision to shelter in place will be made by members of the college administration, in conjunction with Carilion Clinic Police Department (CCPD), and if necessary, state and local law enforcement. A decision to shelter in place may also be an individual decision.

Once a decision has been made to shelter in place, notification will be made to the campus community using all means of available communication. Everbridge is the system that Carilion Clinic uses for emergency notifications. All students, faculty, and staff automatically receive emergency e-mail notifications through their jchs.edu accounts. However, in order to receive a text or voice message on your phone, you must login to Everbridge and edit your profile, under 'How to contact me'. Everbridge is located on the college website under 'current students' and 'faculty & staff'. In the event of an emergency message, follow all instructions.

Shelter in place protocol may be used for events such as a hazard incident, hostile situation, or severe weather.

## **Hazard Incident Shelter in Place**

In the event of a critical incident where hazardous materials (including chemical, biological or radiological) may have been released into the atmosphere either accidentally or intentionally, a decision to shelter in place may be the preferred method of safely waiting out the release, depending on the incident.

Upon receiving notification to shelter in place:

- Move to rooms with no windows that can open
- Close any open windows or doors
- Rooms that have little or no ventilation are preferred
- If possible, eliminate air from entering the room by shutting off heater/air conditioning units (this may be handled by engineering/maintenance shutting of the HVAC system(s))
- Turn off fans
- Block air from entering the room by covering doorways and vents
- Notify CCPD (540) 981-7911 or Roanoke City Police Department (911) of your location
- Only come out when you are told it is safe to do so by authorized personnel

## **Hostile Situation Shelter in Place**

In the event of the presence of a person or persons deemed to be a threat to the campus community, a decision to shelter in place may be the preferred method of keeping people out of harm's way, controlling pedestrian traffic on campus, and controlling access to the building.

Upon receiving notification to shelter in place:

- Stay in your rooms/ offices/ classrooms
- Notify those around you, and encourage others to remain rather than to try to leave
- Lock or barricade the doors, cover door windows, pull down the blinds, turn off lights and stay quiet and calm
- Stay away from the windows and doors
- Silence phones and any other noise making devices
- Prepare to fight if your area is compromised
- Silently, check your email, college website, or other news resources
- Report any suspicious activity, sounds or smells to CCPD (540-981-7911) or Roanoke City Police Department (911)
- Only come out when you recognize the authority directing you to do so

If a shelter in place is not your best form of defense; remember run, hide, and fight!

## **Weather Shelter in Place**

A severe weather event such as a tornado or other high wind event during normal operating hours of the college may necessitate a shelter in place until the threat of bad weather has passed. By relocating from your normal work area to a space with no windows or to a lower floor may decrease your chances of being injured.

Upon receiving notification to shelter in place:

- If possible, move to the basement of the building which provides the best protection
- Move to the lowest floor possible, to an interior room with no windows, or a hallway
- Move to an interior stairwell if all rooms have windows
- Stay in the center of the room away from doors and windows
- Stay in place until the danger has passed

## **Fire Safety**

A strong emphasis on fire safety is in place at the College. All new College personnel attend required orientation, which includes fire safety practices and each employee must complete annual in-services, including fire safety.

Fire safety practices are included in every new student orientation. Off-campus student housing evacuation drills are conducted each time the alarm system is activated, whether it is determined to be real or false. The drills are evaluated by the on duty Resident Advisor.

The College Student Handbook details fire safety policies which are strictly enforced. These rules include, extension cords are not allowed and power strips must be UL-listed with over-current/breaker protection. Candles, incense and other open-flame devices are prohibited. Plug-in air fresheners are also prohibited. Electric Christmas lights, “Lava,” or halogen lamps are not permitted. Under no circumstances are students to remove, alter, or tamper with smoke detectors, fire extinguishers, sprinkler heads, or other fire safety equipment at any time. Nothing may be hung from sprinkler heads. Smoking is prohibited on all campus property. All appliances must be UL- approved. Any cooking appliance with an open flame or exposed heating element is prohibited.

When an alarm sounds, all students, faculty and staff must vacate the building via the nearest and safest exit to assure their safety. The ONLY exception to this is during tests of the system, when notices have been previously posted or announced. If possible, before leaving a room, individuals should close all windows and doors and exit via stairwell, not the elevators.

Assembled gatherings will be permitted to re-enter the building when an authorized representative determines if it is safe to do so.

In the event of an off-campus fire, students are instructed to notify a member of the Student Affairs staff as soon as possible after the emergency situation has been cleared. The campus building is supplied by Honeywell Fire Systems and maintained via an emergency 24 hour monitoring station. The fire alarm system is also connected to and monitored by the CCPD. The Honeywell Fire System safety features a fully sprinkled system and includes, foam sprinklers throughout the kitchen, fire extinguishers, intelligent smoke detectors and fire pull stations, and an automated fire alarm notification announcement system. The Patrick Henry is also equipped with sprinklers. The CRCH building and Patrick Henry fire alarm systems are tested monthly by the Engineering/Maintenance departments.

### **Access Policy**

During normal business hours, the campus building is open and assessable. After hour access to the CRCH building is controlled by card access or security locked doors. Designated areas are controlled 24-hours a day. All students, faculty and staff are required to have in possession their proximate card and display their identification badge at all times. The Patrick Henry student housing building is secured by proximate card access after regular business hours. The elevators and residence hall stairwell doors are only accessible by proximate cards 24/7.

Vendors for the College are requested to obtain a ‘visitor’ tag from the main 3<sup>rd</sup> floor information/security desk upon arrival to our facility. The tag contains their name, company, program/employee visiting and effective date.

The College took additional security steps during the fall 2010 semester by installing 30 additional closed-circuit cameras in the main campus facility. These cameras are recorded and monitored by the Carilion Police Dispatch Center, CCPD office on the first floor and Campus Security/Guest Services in the lobby.

During the summer 2011 semester, emergency phones were installed in the main parking garage on each level by the elevators. These phones ring directly into the Carilion Police Dispatch Center, with cameras mounted above each phone.

During the fall 2011 semester, six additional proximate card access readers were installed throughout the CRCH building and the software system which operates these readers was upgraded to a newer, more efficient version.

During the summer 2012 semester, inside black and white closed-circuit cameras were replaced with color cameras. These cameras are recorded and monitored by the Carilion Police Dispatch Center, CCPD office on the first floor and Campus Security/Guest Services in the lobby.

During the fall 2012 semester, five emergency tower and wall mount phones were strategically installed around the outside campus. These phones ring directly into the Carilion Police Dispatch Center. Additional cameras were installed at the lower entrance of the main parking garage.

During the summer 2014 semester, new LED light fixtures were installed in the breezeway between the parking garage and main facility lobby, the parking garage elevator lobbies and stairwells and on the lower level garage entrance.

During the 2017 academic year, the parking garage lighting system was upgraded with new LED lighting.

Annual risk assessments are conducted by CCPD, Carilion Clinic Safety Officer, College Safety Officer, and CRCH Engineering and used in consideration for safety measures on campus.

### **Missing Student Notification Procedures**

Jefferson College takes the report of persons missing seriously. The safety of the missing person is of vital importance. The College does not recognize, or require a waiting period prior to the filing of missing person reports. The College works closely with the CCPD and RCPD in investigating missing persons. CCPD and other appropriate law enforcement agencies will be contacted immediately when a student is determined to be missing, and the College will fully assist all law enforcement agencies with the investigation in any way possible.

Students are given the opportunity to designate a confidential emergency contact person(s) when they participate in orientation at the College and remains in effect until

changed or revoked by the student. This information will be used by authorized personnel to investigate a missing person incident.

If the student is under 18, the Dean or designee will also notify a parent or guardian within 24 hours after the student is determined to be missing.

### **Missing Person Policy**

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies primarily to students who reside in campus housing, although College officials will also take action if they have reason to believe that a student living off campus is missing. Jefferson College considers its students adults and does not monitor their comings and goings in the residence halls. However, if a student has not been seen on campus for more than 24 hours and friends and acquaintances do not know where s/he may be, or if a student's absence from campus is somehow contrary to his/her usual pattern of behavior, the Student Affairs Office should be notified immediately. Any CCPD/Security Officer or Resident Advisor (RA) can be notified during times when the Student Affairs Office is not open. However, a member of the Student Affairs staff should be notified as soon as possible.

Student Affairs, a CCPD/Security Officer, or an RA should be notified immediately if there is any report or suspicion that:

- The student may be the victim of foul play;
- The student has expressed suicidal thoughts;
- The student is dependent or under the influence of alcohol or other drugs;
- The student is thought to be in a potentially life-threatening situation;
- The student is or may be with individuals who may endanger his/her welfare.

Any of the individuals listed below can and should be notified when a student is suspected missing, although a report can be made to any College employee:

Dean for Student Affairs (540) 224-4693  
Director of Student Life/Title IX Coordinator (540) 985-9701  
Coordinator of Residence Life (540) 224-4686  
Student Conduct Coordinator (540) 985-8502  
College Counselor (540) 985-8502  
Director of Academic Support Services (540) 985-8205  
Safety Liaison (540) 224-4640

The Dean for Student Affairs or his designee will notify the student's emergency contact within 24 hours after the student is determined to be missing. If the student is under 18, the Dean or designee will also notify a parent or guardian within 24 hours after the student is determined to be missing. The Dean for Student Affairs or his designee will contact the Carilion Police and other appropriate law enforcement agencies immediately

when a student is determined to be missing, and the College will fully assist all law enforcement agencies with the investigation in any way possible.

### **Confidential Reporting**

If you are the victim of a crime, you have the right to decline to report to law enforcement. However, if you do not want to pursue action within the criminal justice system, or the Jefferson College student conduct system, you may still want to consider making a report. In cases of a crime of dating violence, domestic violence, sexual assault and stalking, you should be aware of the importance of preserving evidence. The timely collection of evidence may assist authorities in substantiating that the alleged criminal offense occurred and/or may be helpful in obtaining a protective order. It is not unusual for victims to have a change of heart in pursuing legal or conduct actions at a future time. The purpose of a confidential report is to best comply with your wish to keep your identity confidential, and confidentiality should not be confused with anonymity. Confidentiality is limited in accordance with Virginia State law (23-9.2:15), which takes appropriate steps to ensure the safety of yourself and others. Additionally, the College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. With the information provided in a confidential report, authorities can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger(s). Reports filed in this manner are included and disclosed in the annual crimes statistics for the institution. To file a report, call CCPD at 540-981-7911 or contact a member of College Administration, Student Affairs or Campus Safety Authority.

### **Alcohol and Drug Policies**

The possession, sale, use or furnishing of alcohol on the Jefferson College campus is governed by the College Alcohol Policy and Virginia State laws. The Jefferson College campus has been designated as “Drug free” and only under certain circumstances involving a College-wide special event is the consumption of alcohol permitted. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

The College Alcohol Policy specifically states the following:

Students, faculty and staff are expected to be responsible for their actions; to comply with federal, state, and local laws; and to respect the rights of all members of the campus community. Violations of the College Alcohol Policy or of Commonwealth of Virginia or City of Roanoke laws are subject to disciplinary action. Acts in violation of the College Policy will be subject to disciplinary action.

These acts include, but are not limited to:

Possession or use of alcohol on any College property, at College activities or in any academic or clinical site.

Selling, delivering, furnishing, or otherwise providing alcoholic beverages to any person less than 21 years of age.

Hazing, drinking games, or other potentially dangerous drinking behaviors are prohibited. Hazardous or disruptive conduct related to the use of alcoholic beverages is prohibited.

No person shall be coerced, even subtly, to drink or to abuse alcohol. This includes, but is not limited to, an individual using verbal or physical intimidation, coercion, or manipulation to force another to use or abuse alcohol.

The Jefferson College campus has been designated “Drug free” and only under specific circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by CCPD. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

The Drug-Free Schools and Communities Act Amendment of 1989, as amended by Public Law (P.L.) 100-297 and the Improving America’s Schools Act of 1994, Public Law 103-382, requires that all institutions of higher education as a condition of receiving any form of Federal financial assistance from any Federal agency on or after October 1, 1990, certify to the United States Department of Education that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Drug- or alcohol-impaired caregivers pose a serious threat to lives of patients and to the College’s and healthcare organization’s reputation for integrity. The achievement of a drug-free environment is in the best interest of the College, its students and the patients it serves. The policies regarding the unlawful possession, use, or distribution of illicit drugs and alcohol or any mind-altering substance by students on College property, during any College sponsored activity, or in any academic or clinical setting are contained in the [Student Handbook Alcohol and Drug Policies](#). Additional information can be found in the [Carilion Clinic Drug-Free Workplace Policy](#).

### **Alcohol and Substance Abuse Information**

Jefferson College provide services related to drug use and abuse, including dissemination of informational materials, educational programs during orientation and throughout the year, counseling services, referral for substance abuse treatment and referrals for disciplinary actions.

Information is provided for college employees through Carilion Human Resources and the Carilion Employee Assistance Program.

### **Health Risks from Substance Abuse**

The following is a partial list of health risks associated with substance abuse.

## Alcohol

Brain/liver damage; physical dependence; death through choking; neurological or organ damage.

For most adults, moderate alcohol consumption has not been shown to cause serious, long-term health risks. Alcohol abuse, on the other hand, is a major problem for 10 to 15 percent of those who drink, and greatly reduces life expectancy. Even short-term alcohol intoxication poses serious safety risks to those who operate motor vehicles or engage in activities that require motor coordination or mental alertness.

Alcohol abuse refers to the use of alcoholic beverages in such a way as to interfere with physical or mental health, or with the social interactions of the drinker. Alcoholism is a specific type of alcohol abuse in which the drinker becomes physically and/or psychologically dependent on alcohol.

Alcoholism may strike drinkers at any age, and is a problem of increasing importance in the 18 to 25 year-old age group. The amount and/or frequency of drinking appear to be the best predictor of alcohol abuse.

Although only a small number of College students develop chronic alcohol problems, a substantial percentage are involved with “incidents” of inappropriate drinking which results in nausea and vomiting, driving while intoxicated, hangovers, fights or vandalism, and alcohol-related arrests. The number of these “incidents” can be reduced by controlling the amount of alcohol consumed at any one time.

NOTE: Any alcohol consumption by persons under the age of 21 is illegal in Virginia and is not condoned by Jefferson College.

### Short-Term Intoxication

Consumption of more than two servings of alcohol within several hours will produce measurable impairment of motor coordination and reasoning. The more alcohol consumed, the greater the impairment. Although Virginia sets a blood alcohol level (BAL) of 0.08 percent by volume (as a presumptive level of intoxication), for certain purposes, intoxication and impairment actually begin at a much lower level. It is safest to avoid all alcohol if operating a vehicle or engaging in risky recreational activities. Intoxication at levels of 0.20 percent BAL and above represents risks, such as loss of consciousness, nausea and vomiting, injuries, and even death by overdose. Although the average lethal dose is about 0.40 percent, death by overdose occurs in some situations with BAL's near 0.20 percent.

### Long-Term Heavy Drinking

Drinking to the point of intoxication one or two times per week or more frequently, over a period of several years, can cause serious health consequences, including liver disease and cirrhosis, circulatory problems and cardiomyopathy, nervous system damage and polyneuropathy, alcohol dependence, and psychosis. Alcohol abuse can increase the risks of certain types of cancers, including cancer of the tongue, mouth, pharynx, esophagus,

larynx, and liver. The cancer-producing effects of alcohol abuse are increased with the use of tobacco.

#### Effects of Alcohol Intoxication

Alcohol is a depressant drug that reduces activity in the central nervous system. The alcohol intoxicated person exhibits loose muscle tone, loss of fine motor coordination, and often has a staggering “drunken” gait. The eyes may appear somewhat “glossy” and pupils may become constricted. At intoxicating doses, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction times.

#### Effects Related to Blood Alcohol Level (BAL)

0.02 – 0.03% - Coordination is intact, slight euphoria, and loss of shyness. Depressant effects are not apparent.

0.04 – 0.06% - Feeling of well-being, relaxation, lower inhibitions, and a sensation of warmth, euphoria, some minor impairment of reasoning and memory, or lowering of caution.

0.07 – 0.09% - Slight impairment of balance, speech, vision, reaction time, and hearing. Euphoria. Judgment and self control are reduced, and caution, reason, and memory are impaired.

0.10 – 0.12% - Significant impairment of motor coordination and loss of good judgment. Speech may be slurred; balance, vision, reaction time, and hearing will be impaired. Euphoria

0.13 – 0.15% - Gross motor impairment and lack of physical control. Blurred vision and major loss of balance. Euphoria is decreasing, while dysphoria is beginning to appear.

0.16 – 0.20% - Dysphoria predominates, nausea may appear. The drinker has the appearance of a “sloppy drunk.”

0.25% - Assistance walking; total mental confusion; dysphoria with nausea/vomiting.

0.30% - Loss of consciousness.

0.40% or higher – Onset of a coma, possible death due to respiratory arrest.

#### Effects Related to Substance Abuse and Drug Facilitated Sexual Assaults (DFSA)

Note – If a victim suspects they have experienced a drug facilitated sexual assault (DFSA) and wishes to be tested and treated, they will need to immediately present to the nearest emergency room with a certified Forensic Examiner Room (Carilion Roanoke Memorial Hospital has the only current regional one for Roanoke) and request a PERK Kit (Physical Evidence Recovery Kit) while informing the Forensic Nurse Examiner of

the suspicion of a drug facilitated sexual assault so testing may be performed immediately for any drugs in the system. Most drugs used during a DFSA metabolize very rapidly, hence they are often undetected in the system if testing is not completed soon enough. A blood and urine test needs to be completed within 12 to 24 hours of the suspected drugging and assault. After 24 hours, a urine sample may be used to collect evidence up to 5 days.

#### Depressants

(Barbiturates, sedatives, tranquilizers, "ludes", tranquilizers, "downers", "reds", and "yellow jackets")

Drowsiness; unconsciousness; slurred speech; drunkenness; memory loss; sudden mood shifts; shallow breathing; weak pulse; coma; death from overdose.

#### Ecstasy

(MDMA, "Adam", "Clarity", "Lover is Speed", and "K")

Euphoric state initially; depression; heat stroke; heart attack; seizure; stroke.

#### Fentanyl/ Synthetic Opioids

(Apache, China Girl, China White, Dance Fever, Friend, Goodfella, Jackpot, Murder 8, TNT, and Tango' and Cash)

Euphoria; relaxation; dizziness; fainting; altered level of consciousness; cardiac arrest

#### GHB and GLB

("Grievous body harm", "Liquid Ecstasy", "Liquid Sex", "Georgia Home Boy", "Scoop")

Nausea; vomiting; a feeling of intoxication; amnesia-like symptoms; slowed heartbeat; reduced blood pressure; cessation of breathing; unconsciousness; coma; death)

#### Hallucinogens/Dissociative Anesthetics

(LSD, "acid", "bloomers", mescaline, MDA, MDM, DMT, STP, psilocybin, PCP/"Angel Dust")

Hallucinations; dilated pupils; increased heart rate and blood pressure; sweating; sleeplessness; dry mouth; tremors; nausea; weakness; numbness; trembling; persistent psychosis; brain damage; unpredictable behavior; flashbacks; suicidal tendencies.

#### Inhalants

(Glue, solvents, gasoline, nail polish remover, kerosene, lighter fluid, hair sprays, spray paints propellants nitrous oxide/ laughing gas)

Slow heart rate; slow breathing; headaches, dizziness; nausea; lack of coordination; slurred speech; blurred vision; lung/brain/liver damage; seizures; anemia; death through choking or suffocation.

#### Ketamine

("Special K", "K", "Vitamin K", "Cat Valiums")

Hallucinations; delirium; amnesia; impaired motor functions; high blood pressure; depression; breathing problems; death.

#### Marijuana

(“Pot”, “Grass”, “Reefer”, “Herb”, “Jay”, “Joint”, “Smoke”, “Weed”, “AMP” [marijuana with formaldehyde])

Feelings of panic; impaired short-term memory; decreased ability to concentrate; fatigue; paranoia; possible psychosis; bronchitis; conjunctivitis; organ damage; birth defects; decreased motivation.

#### Narcotics

(heroin, morphine, codeine)

Addiction; loss of appetite; constipation; brain/liver damage; death from overdose.

#### Rohypnol

(“R-2”, “Rib”, “Roofies”, “Rope”, “Forget-Me Pill”)

Common date rape drug used in sexual assaults. Decreased blood pressure; drowsiness; visual disturbances; confusion; nausea; vomiting; when mixed with alcohol can cause death.

#### Stimulants

(Amphetamines, speed, cocaine(“crack”, “crank”, “nose candy”, “rock” “white girl”, “ups”)

Physical dependence; increases pulse rate and blood pressure, insomnia, irritability, paranoia, depression, brain damage, risk of infection, lung damage, hallucinations; nasal problems; death from overdose.

#### Tobacco

(Cigarettes, snuff/chew)

Physical dependence; cardiovascular disease; cancer of mouth/lung/larynx etc.

#### Alcoholism Risk Factors

The presence of one of these factors is suggestive of an increased risk of alcoholism:

Family history of alcoholism or other drug abuse

Heavy alcohol abuse for more than one year

Drinking to intoxication before the age of 15

More than two drinking incidents per year that result in serious adverse consequences such as an arrest, fight, blackout, nausea, etc.

Consumption of tobacco in any form

Seeking out events at which alcohol will be served

Most friends are heavy drinkers

#### Fetal Alcohol Syndrome and Effects

Heavy use of alcohol has long been associated with birth defects and behavioral problems in infants, but until recently, many physicians believed that drinking up to one ounce of alcohol a day would not be dangerous to the developing fetus. However, recent findings suggest that alcohol is not as safe as previously believed. In fact, it may be one of the most dangerous drugs for a pregnant mother and her child.

When a pregnant woman drinks, the alcohol flows easily through the placenta to the fetus. However, since the child's liver has not fully developed enough to sufficiently break down the alcohol, it remains in the child's system much longer than in the mother's. Not only is the fetus physically incapable of dealing with an occasional cocktail, but frequent drinking can cause health and behavioral problems that will follow the child through the rest of its life.

Fetal Alcohol Syndrome (FAS) is a set of identifiable birth defects caused by the use of alcohol during pregnancy. Studies indicate that FAS may occur in as many as one or two out of every 1,000 live births. FAS is characterized by a cluster of congenital birth defects that include the following:

Prenatal and postnatal growth deficiency

A particular pattern of facial malformations, including a small head circumference flattened mid-face, sunken nasal bridge, and a flattened and elongated philtrum (the groove between the nose and upper lip)

Central nervous system dysfunction

Varying degrees of major organ system malformations

Behavioral changes associated with FAS include restlessness and irritability, often accompanied by convulsive movements, tremors, and problems in sleeping. A reduction in normal infant response to movement, touch, light, and sound have been reported, and mild to moderate retardation is a frequent outcome.

Alcohol's effects on the unborn are partially dose-related; the more alcohol the mother consumes, the greater her chances of bearing a child with physical defects or mental retardation. Small amounts of alcohol combined with genetics and time of ingestion may also lead to FAS or FAE (fetal alcohol effects). Fetal Alcohol Syndrome is most likely to occur in the children of heavy drinkers - those who have five or more drinks per day. Similarly, women who have two to four drinks a day also risk bearing children with physical and behavioral problems. Even binge drinking - the occasional consumption of large amounts of liquor - has been found to damage the growing fetus. As the Surgeon General has concluded, drinking even one or two drinks per week increases the possibility of stillbirth and miscarriage.

Until all the facts are in, it makes sense to follow the U.S. Surgeon General's written policy that the safest choice is not to drink at all during pregnancy or if you are planning or anticipating a pregnancy. In addition, women who breastfeed their babies should continue abstaining from alcohol until their children are weaned.

## **Resources**

Alcohol and Drug Abuse Helpline 1-88-ALCOHOL (252-6465)  
Al-Anon/Alateen 1-888-4Al Anon (425-2666)  
Alcoholics Anonymous 540-343-6857 or [www.aa.org](http://www.aa.org)  
Center for Substance Abuse Treatment  
Mount Regis Center 877-959-9554 or [www.mtregis.com](http://www.mtregis.com)  
National Drug Treatment Referral 1-800-662-HELP (4357)  
Narcotics Anonymous 818-773-9999 or [www.na.org](http://www.na.org)  
National Clearinghouse for Alcohol and Drug Information 1-800-729-6686 or  
[www.health.org](http://www.health.org)

## **Security Awareness Programs**

During faculty, staff, and student orientations, employees and students are informed of services offered by the Carilion Clinic and CCPD. Handouts, presentations, activities, events, and residence hall meetings are utilized to inform students regarding personal safety and residence hall security. Students are told about crime statistics on-campus and in surrounding neighborhoods. Crime Prevention Programs and Sexual Assault Programs, including, but not limited to the Red Flag Campaign and By-stander Intervention, are offered on a continual basis. Topics discussed include crime prevention awareness, domestic violence, dating violence, sexual assault, stalking, rape and acquaintance rape, date rape, drug abuse, theft and Internet safety. Employees and students are provided with the Run, Hide, Fight options for hostile environment situations. In addition, students are given the phone number for the CCPD and encouraged to call at any time for any safety concern. They are also notified that the parking garage and elevators have emergency telephones which ring directly into the CCPD Dispatch Center.

A common theme of all College awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to educational seminars, information is disseminated to employees and students through the Jefferson College website which has a separate section devoted to personal safety, as well as a Colleges Safety webpage. In addition, there is a separate section of the Jefferson College Student Handbook which is devoted solely to College alcohol and drug policies, sexual violence, substance awareness, health risks from substance abuse, consequences of violations of state and federal law, drug search and seizure procedures, and the College's prohibited substances testing program. Underage students are educated regarding the Parental Notification Policy which allows the College to contact their parents regarding a violation of the College Alcohol or other drugs policies.

## **Crime Prevention Programs**

Crime prevention programs on personal safety and theft protection are discussed in new student orientation and at various times throughout the academic year via the College and Carilion Clinic websites and electronic mail system. CCPD and College personnel facilitate programs at various times using multiple methods for employees and students. These programs address issues for members of the College community about alcohol and drug abuse, dating and domestic violence, safety awareness, sexual assault, stalking, and theft. The College is also closely related to the RCPD Crime Prevention Unit through membership in the Neighborhood Watch Program.

## **Policy Statement Addressing Criminal Activity off Campus**

When a Jefferson College student is involved in an off-campus offense, CCPD may assist with the investigation in cooperation with local, state, or federal law enforcement. RCPD routinely work and communicate with CCPD on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Jefferson College operates no off-campus student organization facilities.

While RCPD have primary jurisdiction in all areas off campus, CCPD can and do respond to student-related incidents that occur in close proximity to campus. CCPD, through its 24 hour emergency dispatch center, have direct communication with local police and fire and rescue services to facilitate rapid response in any emergency situation. Jefferson College reserves the right to investigate off-campus offenses.

## **Sexual Misconduct Policy, under Student Handbook**

Jefferson College is committed to raising the awareness among students, staff and faculty regarding the issue of sexual violence, sexual misconduct, sexual assault and relationship abuse, including domestic violence, dating violence and stalking. The College strives to: maintain a safe campus and learning environment, provide prompt and compassionate support, provide services for victims of sexual misconduct and relationship abuse and strictly enforce its sexual misconduct and abuse policies. Any form of sexual misconduct or relationship abuse may result in criminal and/or civil legal action. It is also a serious violation of the College's values and expectations. Thus, sexual misconduct and other forms of abuse are punishable through the College judicial system.

### **Sexual Misconduct**

Sexual misconduct is defined as forced sexual contact without effective consent. For purposes of this policy, "sexual misconduct includes sexual exploitation, sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse, each as more fully defined below. Sexual misconduct violates College policy and Federal civil rights law and may also be subject to criminal prosecution.

The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolutions of sexual misconduct complaints. Creating a safe environment is the responsibility of all members of the College community" (University of Virginia, 2011).

Domestic violence means an act involving violence, force or threat including, but not limited to, any forceful detention, which results in bodily injury or places one in reasonable apprehension of bodily injury and which is committed by a person against such person's family or household member.

Family or household member means (i) the person's spouse, whether or not he or she resides in the same home with the person, (ii) the person's former spouse, whether he or she resides in the same home with the person, (iii) the person's parents, stepparents, children, stepchildren, brothers, sisters, half-brothers, half-sisters, grandparents and grandchildren, regardless of whether such persons reside in the same home with the person, (iv) the person's mother-in-law, father-in-law, sons-in-law, daughters-in-law, brother-in-laws and sisters-in-law who reside in the same home with the person, (v) any individual who has a child common with the person, whether or not the person and that individual have been married or have resided together at any time, or (vi) any individual who cohabits or who, within a previous 12 months, cohabited with the person, and any children of either of them then residing in the same home with the person.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such relationship shall be determined based on a consideration of the following; length of the relationship, type of relationship and frequency of interaction.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to; fear for his or her safety or safety of others, or suffer substantial emotional distress, "intend" is specifically not added. For reporting purposes, when committed through the act of technology, it is the location where the stalking was received is where the crime is to be reported. The location where the network ended, not where it originated.

The age of consent in Virginia is 18 years old. At this age, a person may legally consent to sex with any other adult, regardless of the age difference between them.

Domestic violence and consent have clear and specific definitions, where dating violence and stalking do not. Dating violence and stalking crimes are determined on a case-by-case basis. When these two crimes are brought to the attention of college authorities, for the purpose of disciplinary action, it will be the responsibility of the Safety Assessment, Intervention and Facilitation (SAIF) Team to determine outcomes based on the answers to the crime definitions using the preponderance of evidence standard.

## **Crime Definitions and Codes**

### **Domestic Violence**

A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

§ 18.2-57.2. Assault and battery against a family or household member; penalty.

A. Any person who commits an assault and battery against a family or household member is guilty of a Class 1 misdemeanor.

B. Upon a conviction for assault and battery against a family or household member, where it is alleged in the warrant, petition, information, or indictment on which a person is convicted, that such person has been previously convicted of two offenses against a family or household member of (i) assault and battery against a family or household member in violation of this section, (ii) malicious wounding in violation of § 18.2-51, (iii) aggravated malicious wounding in violation of § 18.2-51.2, (iv) malicious bodily injury by means of a substance in violation of § 18.2-52, or (v) an offense under the law of any other jurisdiction which has the same elements of any of the above offenses, in any combination, all of which occurred within a period of 20 years, and each of which occurred on a different date, such person is guilty of a Class 6 felony.

C. Whenever a warrant for a violation of this section is issued, the magistrate shall issue an emergency protective order as authorized by § 16.1-253.4, except if the defendant is a minor, an emergency protective order shall not be required.

D. The definition of "family or household member" in § 16.1-228 applies to this section. (1991, c. 238; 1992, cc. 526, 886; 1996, c. 866; 1997, c. 603; 1999, cc. 697, 721, 807; 2004, cc. 448, 738; 2009, c. 726.)

#### Dating Violence

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

#### Stalking

§ 18.2-60.3. Stalking; penalty.

A. Any person, except a law-enforcement officer, as defined in § 9.1-101, and acting in the performance of his official duties, and a registered private investigator, as defined in § 9.1-138, who is regulated in accordance with § 9.1-139 and acting in the course of his legitimate business, who on more than one occasion engages in conduct directed at another person with the intent to place, or when he 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 is guilty of a Class 1 misdemeanor.

B. Any person who is convicted of a second offense of subsection A occurring within five years of a prior conviction of such an offense when the person was also convicted within the five-year period prior to the instant offense of a violation of (i) § 18.2-51, 18.2-51.2, 18.2-51.6, 18.2-52, or 18.2-57 and the victim of that crime was the same person who is the victim of the stalking activity in the instant conviction, (ii) § 18.2-57.2, or (iii) a protective order, is guilty of a Class 6 felony.

C. Any person convicted of a third or subsequent conviction of subsection A occurring within five years of a conviction for an offense under this section or for a similar offense under the law of any other jurisdiction is guilty of a Class 6 felony.

D. A person may be convicted under this section irrespective of the jurisdiction or jurisdictions within the Commonwealth wherein the conduct described in subsection A occurred, if the person engaged in that conduct on at least one occasion in the jurisdiction where the person is tried. Evidence of any such conduct that occurred outside the Commonwealth may be admissible, if relevant, in any prosecution under this section provided that the prosecution is based upon conduct occurring within the Commonwealth.

E. Upon finding a person guilty under this section, the court shall, in addition to the sentence imposed, issue an order prohibiting contact between the defendant and the victim or the victim's family or household member.

F. The Department of Corrections, sheriff or regional jail director shall give notice prior to the release from a state correctional facility or a local or regional jail of any person incarcerated upon conviction of a violation of this section, to any victim of the offense who, in writing, requests notice, or to any person designated in writing by the victim. The notice shall be given at least 15 days prior to release of a person sentenced to a term of incarceration of more than 30 days or, if the person was sentenced to a term of incarceration of at least 48 hours but no more than 30 days, 24 hours prior to release. If the person escapes, notice shall be given as soon as practicable following the escape. The victim shall keep the Department of Corrections, sheriff or regional jail director informed of the current mailing address and telephone number of the person named in the writing submitted to receive notice. All information relating to any person who receives or may receive notice under this subsection shall remain confidential and shall not be made available to the person convicted of violating this section. For purposes of this subsection, "release" includes a release of the offender from a state correctional facility or a local or regional jail (i) upon completion of his term of incarceration or (ii) on probation or parole. No civil liability shall attach to the Department of Corrections nor to any sheriff or regional jail director or their deputies or employees for a failure to comply with the requirements of this subsection.

G. For purposes of this section:

"Family or household member" has the same meaning as provided in § 16.1-228. (1992, c. 888; 1994, cc. 360, 521, 739; 1995, c. 824; 1996, cc. 540, 866; 1998, c. 570; 2001, c. 197; 2002, c. 377; 2013, c. 759.)

#### Sexual Assault

§ 19.2-152.7:1. Act of violence, force, or threat means any act involving violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such act includes, but is not limited to, any forceful detention, stalking, criminal sexual assault in violation of Article 7 (§ 18.2-61 et seq.) of

Chapter 4 of Title 18.2, or any criminal offense that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

#### Consent for sexual offenses

§ 18.2-63. Carnal knowledge of child between thirteen and fifteen years of age.

A. If any person carnally knows, without the use of force, a child thirteen years of age or older but under fifteen years of age, such person shall be guilty of a Class 4 felony.

B. If any person carnally knows, without the use of force, a child thirteen years of age or older but under fifteen years of age who consents to sexual intercourse and the accused is a minor and such consenting child is three years or more the accused's junior, the accused shall be guilty of a Class 6 felony. If such consenting child is less than three years the accused's junior, the accused shall be guilty of a Class 4 misdemeanor. In calculating whether such child is three years or more a junior of the accused minor, the actual dates of birth of the child and the accused, respectively, shall be used.

C. For the purposes of this section, (i) a child under the age of thirteen years shall not be considered a consenting child and (ii) "carnal knowledge" includes the acts of sexual intercourse, cunnilingus, fellatio, anilingus, anal intercourse, and animate and inanimate object sexual penetration.

(Code 1950, § 18.1-44; 1960, c. 358; 1972, c. 394; 1975, cc. 14, 15, 606; 1981, c. 397; 1993, c. 852; 2007, c. 718.)

Offenses against the family and children—Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as assault or sex offenses. Attempts are included.

Sex offenses (except forcible rape, prostitution, and commercialized vice)—

Offenses against chastity, common decency, morals, and the like. Incest, indecent exposure, and statutory rape are included. Attempts are included.

Note: The following definitions reprinted, with permission, from the University of Virginia.

Non-consensual sexual contact means sexual contact that occurs without effective consent.

Non-consensual sexual intercourse means sexual intercourse that occurs without effective consent.

Effective consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the accused student knows or reasonably should have known of such incapacitation. Effective consent is also absent when the activity in question exceeds the scope of effective consent previously given. In addition, certain

states have designated a minimum age under which a person cannot give "effective consent."

Force means physical force, violence, threat, intimidation or coercion. Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give effective consent.

Being intoxicated or drunk is never a defense to a complaint of sexual misconduct under this Policy.

Sexual contact means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate parts. Sexual intercourse means penetration however slight (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

In some cases, the College's definitions include behaviors that, while not codified as criminal under the Virginia statutes, still violate the Carilion Clinic Policy and Code of Conduct to which all employees and students are held. Conduct may also be both punishable under the criminal statutes and policy. These processes are separate and distinct from one another, however, but can run concurrently.

The codification of criminal sexual assault is located in Virginia Code and can be accessed on the Code of Virginia web site at <https://law.lis.virginia.gov/vacode>.  
Effective Consent

Effective consent, as noted above, means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.

Effective consent:  
Requires communication  
Words or actions must be used to establish consent.  
The absence of "no" does not equal "yes."  
Must entail an uninfluenced "yes"

Consent cannot be established if one person is pressuring the other- this can be physical or emotional. Pressuring another person by saying things like "if you love me you'll do

this", "I'll find it elsewhere if I don't get it from you" does not lead to effective consent and is not respectful of the other person's wishes.

Happens one step at a time - every time

Just because your partner agrees to one thing, that does not mean they agree to everything. Oral sex does not give consent for intercourse and vice versa. Also, just because you have hooked up one time, it does not give permission for every other time- even if you are in a relationship, even if it has happened many times before.

At any point during a sexual encounter each partner should feel free to change his or her mind and the other partner must respect that person's decision.

See Va. Code §18.2-63 for the age of consent under Virginia law.

### **Confidentiality Policy**

Students who would like to discuss their situations in a private environment, and share or seek information about a sexual misconduct issue without making a formal complaint have a number of options. At various offices on campus and off campus, students can speak to individuals who have professional or legal obligations to keep communications with the student confidential. When seeking advice and support, students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality. Information shared with a counselor within the Jefferson College Student Affairs Office regarding a sexual misconduct allegation or any other abusive conduct allegation will not be shared with anyone outside the Jefferson College Student Affairs Office without prior consent. The conditions under which the right to confidentiality could be broken include a subpoena, if a client threatens to hurt self or others, or if there is a suspicion of child abuse. Information shared with the Jefferson College Student Affairs Office will only be discussed with other departments at the College on a need to know basis. The Jefferson College Student Affairs Office will make every effort to inform the victim if information is to be shared for the safety of the community.

Generally, confidentiality applies when a student seeks services from the following resources:

SARA (Sexual Assault Response and Awareness) advocate. (540) 345-7272

Professional counselor or other mental health professional, including counselors at the Student Affairs Office (540) 985-8395, and the Employee Assistance Program (540) 981-8950.

Health care provider.

Personal attorney.

Member of the clergy.

## **Seeking Help for Sexual Misconduct**

A victim of sexual offense has a number of options available to consider. The College strongly recommends that a victim consider the following options:

Seek medical attention, if appropriate. It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted diseases. It is also important to preserve physical evidence in the event that the victim should decide to prosecute and may be helpful in obtaining a protective order.

Obtain counseling and counseling resources.

File a complaint through the College judicial system. If the accused is a College student, the victim may initiate College action through the Dean for Student Affairs or the Student Life Administrator.

If the accused is a College faculty or staff member, the victim may initiate action through the Carilion Department of Human Resources, the Dean for Administrative Services or the Dean for Student Affairs.

File criminal charges through the Commonwealth of Virginia. Charges may also be filed with the CCPD.

Consult with private counsel. Explore the possibility of filing a civil suit against the accused for monetary damages.

Change the academic/on-campus living situation. The victim is entitled to request, and the College will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules, or other accommodations deemed necessary as a result of the incident. Consult with the Dean for Student Affairs or the Student Life Administrator.

## **Reporting Sexual Assault and Harassment**

### **Confidential Resource**

The College takes all incidents of reported sexual misconduct very seriously. There are two options for students to make a formal complaint of sexual misconduct. A student may pursue either or both of these options.

A student may speak with a confidential resource (there are both on and off campus confidential resources). Information regarding alleged sexual misconduct that is shared with these individuals cannot be shared with others without written permission except if there is a professional duty to warn (if there is a threat to harm self or others and/or if there is a report of child or elderly abuse).

To contact the campus Counseling Center, call (540) 985-8395, CRCH 4<sup>th</sup> floor Student Affairs. Counseling will provide short term assistance to deal with the emotional toll of the experience, make referrals for long term counseling if desired, and will educate on reporting options.

To contact off campus resources, call SARA (540) 981-9352, clergy, professional's counselors, and local emergency departments are able to provide resources for victims of sexual assault.

### **Reporting Resource**

A student may speak with a non-confidential reporting. These persons are legally required to report allegations of sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator.

To report directly to the Title IX Office, call (540) 985-9701 or (540) 985-8395, CRCH 4<sup>th</sup> floor Student Affairs or email [TilteIX@jchs.edu](mailto:TilteIX@jchs.edu). The Title IX Office will take prompt and effective steps to end the sexual violence, prevent it recurrence, and remedy its effects, whether or not the sexual violence is the subject of a criminal investigation.

A student may report to faculty, non-faculty, and staff who will report to the Title IX Coordinator. A student may report to a Resident Adviser, Carilion Police at (540) 981-7911, or any other Campus Security Authority, who will report to the Title IX Coordinator.

The Campus Safety Authorities are individuals who have a significant responsibility for students and campus activities, regular contact with students and are required and responsible for reporting crimes. Those who are exempt from reporting are counselors and pastoral staff. Campus Safety Authorities are notified annually of their responsibilities, provided with training and crime definitions through an online training tool on the College Safety website and are required to sign a memorandum of understanding.

A student may need support when talking with law enforcement or College administrators. Students are entitled to be assisted by a victim advocate at every stage of the process and are encouraged to consult with the victim advocate and bring the victim advocate to meetings.

There is no time limit on making a complaint to College administration. However, students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible after the incident occurred. This assists the college in making a timely warning, if needed. Also, the College may ultimately be unable to investigate if too much time has passed or if an accused individual has left the College. Other factors that could negatively affect the College's ability to investigate include the loss of physical evidence, the potential departure of witnesses, or loss of memory.

## **Sanctions for Sexual Misconduct, Stalking and Abusive Conduct**

Violations of these policies are very serious. Students found in violation of these policies may face disciplinary probation, suspension, or permanent dismissal from the College depending upon the circumstances and severity of the incident. Faculty, staff, or employees may face disciplinary action based on Carilion Clinic Policies and Procedures.

Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through Title IX Office at (540) 985-9701 or the College Counselor at (540) 985-8395.

### **Resources**

The following 24-hour emergency resources are available to a victim of sexual misconduct:

Blue Ridge Behavioral Healthcare Crisis Services, (540) 981-1102  
Carilion Clinic Police Department , (540) 981-7911 or 7-7911  
Carilion Roanoke Community Hospital, Community care (by appointment), 101 Elm Ave., SE, (540) 985-8465  
Carilion Roanoke Memorial Hospital, Emergency Room, Belleview Avenue and South Jefferson Street, SE, (540) 981-7000  
SARA, Inc. (Sexual Assault Response 24 hour -Confidential Hotline), (540) 981-9352  
Title IX Coordinator, Student Affairs Suite, Fourth Floor, CRCH or by calling (540) 985-9701 or (540) 981-7911.

Note: These resources may not provide 24-hour assistance. For 24-hour assistance, use one of the resources listed above or call 911 or 540-981-7911.

Carilion Employee Assistance Program, 213 McClanahan St., Suite 201A, Roanoke, VA, (540) 981-8950 or 1-800-992-1931  
Carilion Clinic Department of Human Resources, (540) 345-1042  
Dean for Student Affairs, Student Affairs Suite, Fourth Floor, CRCH or by calling (540) 985-8395  
College Counselor, Student Affairs Suite, Fourth Floor , CRCH or by calling (540) 985-8395  
Family Services of the Roanoke Valley, (540) 563-5316  
Coordinator of Residence Life, Student Affairs Suite , Fourth Floor, CRCH, at (540) 224-4686  
Roanoke City Commonwealth 's Attorney, 113 Church Ave. , SW., Roanoke, VA at (540) 853-2626 or after 5 p.m. at (540) 853-2629  
Director of Student Life/Title IX Coordinator, Student Affairs Suite , Fourth Floor, CRCH, at (540) 985-9701  
TAP-Domestic Violence Services, (540) 345-6781, Hotline: (540) 580-0775  
Turning Point (Salvation Army Safe Shelter), (540) 345-0400

Resources available for respondents involved in sexual misconduct cases:  
Blue Ridge Behavioral Healthcare Crisis Services at (540) 981-1102  
Carilion Department of Human Resources at (540) 981-7000  
Carilion Employee Assistance Program, 213 McClanahan St., Suite 201A, Roanoke, VA  
at (540) 981-8950 or 1-800-992-1931  
Carilion Police at (540) 981-7911 or 7-7911 and Roanoke City Police at 911  
Carilion Roanoke Memorial Hospital, Emergency Department, 1906 Belleview Ave.,  
S.E. (540) 981-7737.  
Dean for Student Affairs (540) 985-8395  
Director of Student Life/Title IX Coordinator (540) 985-9701  
Family Services of the Roanoke Valley (540) 563-5316  
Jefferson College Counseling Services, appointments at (540) 985-8395  
Batterer Intervention Program, Blue Ridge Counseling, LLC, Domestic Violence  
Alternatives Program, Radford, Va. (540) 639-9040  
Residence Life Coordinator (540) 224-4686  
Roanoke City Commonwealth's Attorney, 113 Church Ave., SW., Roanoke, VA at (540)  
853-2626 or after 5 p.m. at (540) 853-2629  
Salvation Men's Shelter (540) 342-7398

### **Sexual Harassment Policy**

The College is committed to creating and maintaining a work, study and living environment free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or that creates an intimidating, hostile or offensive work, academic, or living environment. Sexual harassment is a serious violation of the College's values and expectations. Thus, a violation of the sexual harassment policy is punishable through the College judicial system, criminal and/or civil action and/or Carilion personnel policies and procedures.

The College administration is committed to maintaining standards consistent with the federal regulations regarding sexual harassment as defined in Section 7-3 of Title VII of the Civil Rights Act, which states: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, constitute sexual harassment when, submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in the College.

Submission to or rejection of such conduct by an individual is used to make academic and/or institutional decisions affecting such individual; including granting, recommending or refusing to take any official action because of sexual favors or as a reprisal against a student who has rejected or reported sexual advances. Such conduct has the purpose or effect of interfering with a student's, faculty or staff member's performance or creating an intimidating, hostile, or offensive environment. Such conduct is disregarded and there is failure to investigate allegations of sexual harassment whether reported by the student or as a reprisal against a student, who is the subject of, or a witness to, the alleged harassment and there is failure to take immediate corrective actions in the event misconduct has occurred.

Sexual harassment can be overt or subtle and may involve persons of the same or different sex. In determining whether an alleged behavior constitutes sexual harassment, all the facts and circumstances surrounding the incident will be considered. Examples of sexual harassment include the following:

Verbal: unwanted sexual, abusive, or lewd language and/or jokes of a sexual nature; demands for sexual favors in exchange for other considerations; unwanted physical or verbal pursuit with a sexual theme; threats of or actual sexual assault or molestation.

Nonverbal: suggestive or insulting sounds and gestures; sexually graphic magazines, pictures, or calendars and the like, in or in clear view of a work area or public area or after an objection has been made by a person who lives in a private room in which these materials are displayed; displaying sending via mail or electronic mail sexually explicit or inappropriate messages; or obscene, abusive, or repetitive "hang-ups".

Physical: unwanted touching, brushing, patting, pinching and sexual assault.

Behavior that may constitute sexual harassment may include, but not be limited to: unwanted sexual, abusive, or lewd language and/or jokes of a sexual nature; demands for sexual favors in exchange for other considerations; unwanted physical or verbal pursuit with a sexual theme; suggestive or insulting sounds and gestures; unwanted touching, brushing, patting, pinching, or attention to one's body; threats of or actual sexual assault or molestation; displaying sexually graphic magazines, pictures, or calendars, and the like, in or in clear view of a work area or public area or after an objection has been made by a person who lives in a private room in which these materials are displayed; sending via mail or electronic mail sexually explicit or inappropriate messages; or obscene, abusive, or repetitive "hang-ups". Sexual harassment can be overt or subtle and may involve persons of the same or different sex. In determining whether an alleged behavior constitutes sexual harassment, all the facts and circumstances surrounding the incident will be considered.

The U.S. Department of Education (DOE) and its Office for Civil Rights (OCR) believe that providing all students with an educational environment free from discrimination is extremely important. The sexual harassment of students, including sexual violence, interferes with students' right to receive an education free from discrimination and, in the case of sexual violence, is a crime. Title IX of the Education Amendments of 1972 (Title IX), as amended 2011, 2013, and 2017, and its implementing regulations, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Title IX prohibits sex-based discrimination in education programs and activities receiving federal financial assistance, applies to all public and private educational institutions receiving federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination covered by Title IX. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Each school must designate at least one employee to evaluate current policy practices to ensure

an institution's compliance with Title IX, coordinate efforts to effectively and efficiently respond to complaints of sex discrimination, including complaints of sexual harassment, and ensure as much as possible that every Jefferson College employee and student have an equal education and employment opportunities.

### **Reporting and Follow-up**

As an institution of higher learning, Jefferson College is dedicated to providing an environment conducive to intellectual and personal growth. Members of the College community are encouraged to participate in all aspects of academic life. For the College, this means a firm institutional commitment to academic freedom as well as a commitment to the highest standards of professional and interpersonal behavior and respect among members of the community. Thus, there is zero tolerance for any form of sexual harassment, including sexual violence.

Responsible for such investigations;

Jefferson College Title IX Coordinator/Investigator, Elizabeth Costa, (540) 985-9701, Student Affairs, CRCH 4<sup>th</sup> Floor.

Jefferson College Title IX Investigator, Mary Capper, (540) 985-4686, Student Affairs, CRCH 4<sup>th</sup> Floor.

Jefferson College Title IX Investigator, Susan Booth, (540) 224-4640, Student Affairs, CRCH 4<sup>th</sup> Floor.

Jefferson College Title IX Investigator, Samantha Rainey, (540) 985-8502, Student Affairs, CRCH 4<sup>th</sup> Floor.

Jefferson College Title IX Investigator, Christine Gill, (540) 985-9946, CRCH 9<sup>th</sup> Floor 932

The College strives to ensure that students have a safe and secure environment that is conducive to learning and that affords students equal educational opportunities regardless of their sex. Title IX of the Education Act Amendments prohibits sex- based discrimination and sexual harassment in education programs and activities operated by schools that receive federal financial assistance, as Jefferson College does. Jefferson College does not discriminate on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, or gender identity (including transgender status) in its programs and activities.

Title IX requires that when a student files a complaint, or when a responsible College employee such as administrator, professor, or Title IX Coordinator otherwise learns of possible sexual harassment discrimination by others, the College must immediately investigate if sexual harassment and/or sexual violence is found; take appropriate steps to

end the harassment; eliminate the effects of the harassment; and prevent the harassment from recurring.

The above actions must also occur if a student files a complaint, or a responsible school employee such as administrator, professor, or Title IX coordinator otherwise learns of possible sexual misconduct and/or sexual violence, stalking or any other forms abusive conduct.

Incidents of sexual harassment should be reported to the Dean for Student Affairs, or any College Administrator or Campus Security Authority. If after consultation with the Dean for Student Affairs or other College Administrator, the student has not resolved the incident to his/her satisfaction, the student may submit a formal written complaint outlining the incident(s) to the Dean for Administrative Services. Upon receiving the student's written complaint, the Dean will confer with the appropriate College personnel. The student will receive a written response to the complaint.

Recognizing that the perceived seriousness of the harassment depends on the degree of interpreted intent and the person's perception of the consequences, the College will respect the feelings of the individual making a complaint. Every effort will be made to treat each incident fairly and promptly. The right to confidentiality, both of the complainant and of the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when they are brought to its attention or to take corrective action when it is found that misconduct has occurred.

### **Stalking**

Stalking is defined as repeatedly contacting, following, or remaining in the physical presence of another person when the contacting person knows or should know that:

The contact is unwanted;

The contact causes the other person reasonable expectation of imminent physical harm or emotional distress (fear), or;

The contact causes substantial impairment of the other person's ability to perform the activities of daily life.

Contacting includes but is not limited to: telephoning, being in the presence of, transmitting letters or notes, or contacting through the use of technology methods, occurring at the first location within the College's Clery geographic area in which the perpetrator engaged in the stalking course of conduct or a victim first became aware of the stalking.

Students charged with a violation of the stalking policy can be disciplined under the appropriate standards of conduct as defined in the Jefferson College Student Behavior Code.

## **Dating Violence and Abusive Conduct**

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

The length of the relationship.

The type of relationship.

The frequency of interaction between the persons involved in the relationship.

The College is committed to providing a safe campus environment for students, staff and faculty. The College will not tolerate any acts of abuse and will take steps to reduce occurrences of campus violence. Abusive conduct hinders the ability for individuals to have positive and non-threatening educational and working environments. Abusive conduct includes but is not limited to harassing, threatening or intimidating behavior and can be in the forms of verbal, physical and non-verbal acts.

Examples of abusive conduct include but are not limited to:

Intimidating words or actions.

Demeaning an individual or group of individuals based on cultural, religious, socio-economic, race or any other personal characteristic.

Verbally, physically, emotionally, sexually abusing other individuals.

Harassing and/or stalking an individual or group of individuals verbally, physically, sexually or by technology means.

## **Educational and Awareness Programs**

Jefferson College and Carilion Clinic serve students by providing counseling, as well as ongoing prevention, awareness and education programs on intimate partner and domestic violence, dating violence, sexual assault and stalking to our incoming students and employees. The primary prevention programs provide strategies to stop sexual violence before it occurs through the channeling of social norms and other approaches, such as providing definitions, means of reporting offenses, bystander prevention and risk reductions. Awareness programs are designed to communicate the prevalence of violence including the nature and number of cases reported on and around our campus community. The college Clery/Title IX Committee is responsible for collecting and submitting crime statistics and annual reporting for the Department of Education. These statistics are collected from CCPD, local and state law enforcement, Student Affairs and Campus Security Authorities. The Clery/Title IX Committee is responsible for institutional compliance by utilizing the services of the following: CCPD for crime statistics, crime logs and daily reports. The Administration Team for collecting and housing the current year daily security reports. The Safety Liaison for meetings, trainings, storage of the seven year statistics, records and reports, collection of crime statistics, database submissions, notice of availability postings and distribution to current

and prospective students and employees, CSA memorandums, training and crime reports, annual security report and Student Affairs for annual disciplinary actions.

Primary prevention and awareness programs are discussed during student and employee orientations, as well as during returning employee orientations. Ongoing programs include The Red Flag Campaign, Take Back the Night, Fear2Freedom, Sole Survivor, Silent Witness, Domestic Violence Campaign-‘A Walk in Their Shoes’, Community Organization & Wellness (COW) Day, Campus Security Authority training, Resident Advisor trainings and Projects (Movie Nights, Dance the Pain Away, Self Defense) Campus Safety Student Training, Title IX Training, General Education 101 Courses, Self Protection Classes; including Run-Hide-Fight Protection, Crime Prevention Presentations, Campus Risk Assessments, and Situational Awareness Presentations.

Programs that are sustained over time are conducted and intended to prevent and end dating violence, domestic violence, sexual assault and stalking to our diverse community. Community-wide awareness programs are conducted to promote safety and reduce risk, bystander programs are intended for safe and positive options to prevent harm and/or intervene when there is a risk and primary prevention programs are conducted to stop the violence before it occurs.

The safety and well-being of every student, faculty, staff, and visitor of the College is a priority. We partner with our campus police/security, local law enforcement, healthcare professionals, and advocates in our community to increase awareness, education, training and services for victims. By partnering with healthcare professionals, we are educating the community where our students may go after graduation.

### **Victim’s Rights**

Students and employees who report victimization are provided with information on notifying law enforcement and the importance of preserving evidence, how they can be assisted by campus authorities, processes regarding disciplinary action by disclosing the range of possible sanctions that may be imposed through the procedures, available victim services and safety planning. Jefferson College will explain rights verbally, as well as in writing with a disclaimer document, called the Victim’s Bill of Rights, to be signed by the victim indicating their option to take the document or not, for safety purposes against the abuser(s). A victim will be assisted with options for notifying the proper law enforcement authorities, including campus police or the appropriate jurisdictional agency, be assisted by campus authorities in notifying the agency, or respect a decision to decline notifying authorities. The College will assist in securing protective orders and assist in obtaining and enforcement of any protective order. The college will assist in court hearings, provide information on confidentiality for the victim and provide local advocacy, counseling, health, mental health and legal assistance services. The college will make reasonable changes to academics, resident life living arrangements, transportation and work study job related situations.

## **Respondent's Bill of Rights**

Students and employees who are accused of domestic violence, dating violence, sexual assaults, and stalking will be provided with information pertaining to available resources, disciplinary processes, possible sanctions, and resources. Jefferson College will explain the rights and resources verbally, as well as in writing with a disclaimer document, called the Respondent's Bill of Rights, to be signed indicating they have received these rights and resources.

Disciplinary procedures will provide both the complainant and accused the opportunity for a prompt, fair and impartial investigation and proceeding, from the initial investigation to the final results and that, it is conducted by officials trained annually on investigations, procedures, victim safety, and accountability as they relate to the issues of dating violence, domestic violence, sexual assault and stalking; officials shall use the preponderance of evidence standard (more likely than not the allegation by the complainant is true), ; and both the accuser and accused have the right to have an advisor of choice present during an institutional proceeding and any related meeting as outlined in the Jefferson College Student Handbook and with restrictions to the extent to which the advisor may participate in the proceedings, applying equally to both parties; and both the complainant and accused student are entitled to be informed in writing of the final results, nearly simultaneously, within two business days of such outcome being reached. A complaint shall be prepared in writing to the Dean for Student Affairs or designee, as soon as possible after the event takes place, preferably within five (5) business days. The Dean for Student Affairs or designee shall determine the appropriate method for hearing violations, including composition of a Community Values Board and shall determine whether a Values Board or other designee of the Dean for Student Affairs, who do not have a conflict of interest or bias for or against the complainant or accused, will hear the conduct matter. Proceeding outlines can be found in the Student Handbook.

Charges shall be presented to an accused in writing, normally not fewer than five (5) nor more than fifteen (15) calendar days after accused has been notified. There is no fixed time frame under which an investigation must be completed. However, the investigation must be conducted in a fair and impartial timely manner designed to provide all parties with resolution.

Even if the accused withdraws from school or fails to appear while the disciplinary matter is pending, the conduct proceeding will continue to conclusion.

Final result decisions, including imposed sanctions shall be communicated in writing, nearly simultaneously to the complainant and accused, within two (2) business days. A decision or sanction may be appealed if one of the following grounds proves to apply: the proceeding was not conducted fairly, significant information was not available at the time of the proceeding, or that the sanction imposed was inappropriate. An appeal must be made in writing within five (5) business days of receipt of decision or sanction to the Dean for Student Affairs or the appropriate appellant authority,. The decision of the Dean for Student Affairs or the appellate authority will be final.

The list of possible sanctions that may be imposed following the result of any disciplinary proceeding include permanent dismissal/expulsion, suspension, disciplinary probation, admonition/warning, restitution, loss of privileges, behavior contract, educational assignment, work assignment/community service, fines, residence hall suspension, residence hall permanent dismissal/expulsion, revocation of admission and/or degree, withholding degree and mental health assessment and transcript notation.

Allegations constituting a criminal offense may be referred to appropriate law enforcement authorities for prosecution. Proceedings at the College will not be subject to challenge on grounds that a civil or criminal charge involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved, or that such proceeding constitutes double jeopardy.

A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Under the law, no one shall retaliate, intimate, threaten, coerce, or otherwise discriminate against any individual for exercising these rights and responsibilities.

Victims of sexual assault, physical assault, intimate partner violence, stalking and technology abuse may feel a variety of conflicting emotions including but not limited to; numbness, anger, fear and depression. Abuse affects all areas of a person's life and the lives of the victim's loved ones. Help is available. For more information, please contact the Title IX Coordinator at 540-985-9701.

For more information on Virginia State and National Policies:

Virginia Government  
<https://www.virginia.gov>

Virginia General Assembly  
<http://viriniageneralassembly.gov>

United States Department of Justice; VAWA  
<https://www.justice.gov/ovw>

Additional Resources:  
<http://www.stopabuse.vt.edu>

<http://community.pepperdine.edu/counselingcenter/sexualassaultresources>

<http://osmrc.uiowa.edu>

## **Sexual Assault Prevention and Response**

The college serves students and employees by providing counseling as well as prevention and education on intimate partner violence, sexual assault and stalking. The safety and well-being of every student, faculty and staff of the College is a priority. We partner with law enforcement and advocates in our community to increase awareness, education, training and services for anyone who is a victim/survivor of domestic and dating violence, sexual assault and stalking. More information is available through the Title IX Coordinator at (540) 985-9701. In 2008, Jefferson College was awarded grant # 2008-WA-AX-0005 by the Violence Against Women Office, Office of Justice Programs, U.S. Department of Justice and renewed in 2011. Grant funding concluded in fiscal year 2015 and the Violence Can End Program (VOICE) was institutionalized.

The College works with CCPD, RCPD and other external partners to provide additional training for police and security officers, resident assistants, faculty, and staff and to offer additional educational and safety programs to the campus and larger community.

## **Educational Programs**

The College educates the campus community about sexual assaults through mandatory orientations and prevention and awareness programs each year. Members of the Student Affairs Department offer confidential sexual assault education and information to students and employees upon request. Literature on sexual assault, date rape education, risk reduction and College response is provided in the Jefferson College Student Handbook and through Student Affairs. Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through Counseling Services at (540) 985-8395.

Information included in the Student Handbook includes the following:

### **Sexual Abuse, Assault and Harassment Policies Philosophy**

The College is committed to raising the awareness of students, staff, and faculty regarding the issue of sexual misconduct. The College strives to maintain a safe campus and learning environment, to provide prompt and compassionate support services for victims of sexual misconduct, and to strictly enforce its sexual misconduct policy. Sexual misconduct, including acquaintance rape, may result in criminal and/or civil legal action. It is also a serious violation of the College's values and expectations. Thus, sexual misconduct is punishable through the College judicial system.

### **Regulations**

It shall be a violation of this policy for an employee or other agent of the College to:

Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either implicitly or explicitly imposing or granting terms and

conditions of the student's retention or advancement that either favorably or adversely affect the student's welfare.

Grant, recommend or refuse to take any official action because of sexual favors or as a reprisal against a student who has rejected or reported sexual advances.

Disregard and fail to investigate allegations of sexual harassment whether reported by the student or as a reprisal against a student who is the subject of, or a witness to, the alleged harassment, and to fail to take immediate corrective actions in the event misconduct has occurred.

### Sanctions for Harassment or Sexual Offenses

Violations of these policies are very serious. Students found in violation of these policies may face disciplinary probation, suspension, or permanent dismissal from the College depending upon the circumstances and severity of the incident. Faculty, staff, or employees may face disciplinary action based on Carilion Clinic policies and procedures.

### Sexual Misconduct

Sexual misconduct is defined as sexual contact without consent that causes physical or emotional discomfort to the victim. Sexual contact that continues after voluntary consent has been withdrawn is also considered sexual misconduct. To constitute lack of consent, the contact(s) must be committed either by force, threat, or intimidation or through the victim's mental or physical helplessness of which the accused was aware or should have been aware, such as when under the influence of alcohol or other drugs. Acts of sexual contact include but are not limited to: sexual intercourse; sexual penetration with an object; sodomy (oral or anal intercourse); or the intentional touching of a person's genitals, breasts, thighs, or buttocks (including the unwelcome touching of the victim by the accused or situations where the victim has been forced to touch the accused).

### Options for Victims of Sexual Offenses

A victim of sexual offense has a number of options available to consider. The College strongly recommends that a victim consider the following options:

Seek medical attention, if appropriate. It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted diseases. It is also important to preserve physical evidence in the event that the victim should decide to prosecute. College personnel will assist in notifying the proper authorities, if so requested by a victim.

Obtain counseling. Counseling resources, which are available at no cost to students, are listed in this Student Handbook and College catalog.

File charges through the College judicial system. If the accused is a College student, the victim may initiate College action through the Office of the Dean of Student Affairs or the Coordinator of Student Affairs Activities. A list of the rights of the accused and accuser is found in the Jefferson College Student Handbook and includes but is not limited to the same opportunities to have others present during a disciplinary hearing. In addition, both the accused and the accuser will be informed in writing of the outcome of a judicial hearing that is brought about due to an alleged sex offense. Compliance with this right to be informed does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding only means the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Upon written request, if the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of notification.

If the accused is a College faculty or staff member, the victim may initiate action through the Carilion Department of Human Resources, the Office of the Dean for Administrative Services, or Counseling Services.

File criminal charges through the Commonwealth of Virginia. Charges may also be filed with CCPD.

Consult with private counsel. Explore the possibility of filing a civil suit against the accused for monetary damages.

Change the academic/on-campus living situation. The victim is entitled to request, and the College will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules, or other accommodations deemed necessary as a result of the incident. Consult with the Office of the Dean for Student Affairs and/or the Assistant Director of Student Life regarding these arrangements.

More information on policies, procedures, sanctions, definitions, consent, confidentiality, resources and contacts, preserving evidence, and filing complaints can be located in the Jefferson College Student Handbook.

### **Sex Offender Registry**

The "Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyl of Arizona and supported by Security On Campus, Inc.

The Act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. Requires

that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for certain types of federal grant funding and must be implemented through state law.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002 and this notice will be a requirement beginning with the annual security report due October 1, 2003. Lastly the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

Jefferson College recognizes Senate Bill 1193 of 2015, which requires the registrar of certain public and private institutions of higher education, or the other employee, office, or department of the institution that is responsible for maintaining student academic records, to include a prominent notation on the transcript of each student who has been suspended for, has been permanently dismissed for, or withdraws from the institution while under investigation for an offense involving sexual violence under the institution's code, rules, or set of standards governing student conduct. The bill defines sexual violence as physical sexual acts committed against a person's will or against a person incapable of giving consent. The bill provides that any notation due to a student's suspension shall be removed if the student completed the term of the suspension and any conditions thereof and has been determined by the institution to be in good standing.



Police Department  
 Carilion Roanoke Memorial Hospital- 5 North  
 1906 Bellevue Avenue  
 Roanoke, Virginia 24014  
 540-981-7911

**Jefferson College of Health Science**

Offense Type	On Campus			Non Campus			Public Property			Year Total			Residential		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder & Non negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sex Offenses-Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Dating Violence	0	0	0	2	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	3	0	0	0	0	0	3	0	0	N/A	N/A	N/A
Liquor Law Violations Referred	0	0	0	5	7	3	0	0	0	5	7	3	N/A	N/A	N/A
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Law Violations Referred	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Possessions Referred	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Illegal Weapons Possessions Arrests	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

No hate crimes were reported during 2018

## Jefferson College Campus Map



- 1 - Jefferson Street Main Campus Entrance: 101 Elm Ave (On-Campus)
- 2 - Elm Avenue Campus Entrance: 101 Elm Ave (On-Campus)
- 3 - Community Medical Office Building: 102 Highland Ave (On-Campus)
- 4 - Pediatric Clinic/Adolescent Student Health Services: 902 S. Jefferson St (On-Campus)
- 5 - Patrick Henry Off-Campus Student Housing: 611 S. Jefferson St (Off-Campus)
- A B C - Patient Parking: 101 Elm Ave (On-Campus)
- D - Employee, Student and Visitor Parking: 101 Elm Ave Parking Garage (On-Campus)
- E - Employee, Student and Visitor Parking: 915 S. Jefferson St (On-Campus)
- F - Employee, Student and Visitor Parking: Beside 1003 S. Jefferson St (On-Campus)