



College of Health Careers

2022

ANNUAL CAMPUS SAFETY

and

SECURITY REPORT

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## INTRODUCTION

I am pleased to introduce the Riverside College of Health Careers Annual Campus Safety and Security Report for the year concluded 2021. This report was prepared by the Deans of Institutional Effectiveness and Student Success in cooperation with the Riverside Health System Protection Officers.

As Dean of Student Success, I have primary responsibility for crime prevention, fire prevention, and emergency planning on campus. This report is part of our ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff, and visitors are my foremost concern. The best protections against campus crime are an aware, informed, alert campus community; a commitment to reporting suspicious activities; and using common sense when carrying out daily activities.

This task, however, is not one we can accomplish alone. This responsibility is a shared partnership with all members of our community. Your active involvement in your own personal safety and the safety of others will help keep our campus a safe and desirable place to learn. We ask you to join us in this effort by reading this Annual Campus Safety and Security Report and referring to it often.

The material in this Annual Campus Safety and Security Report is intended to comply with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The Report provides critical information related to safety and security on our campus. The College relies on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner and by using common sense when going about daily activities.

I hope that you will use the information in this report to help promote a safe environment for yourself and others. If you should have any questions, concerns, suggestions, or would like more information, please contact either myself or your Program Director.

I wish you much success in all of your endeavors here at Riverside College of Health Careers and hope that your time here will be pleasant and safe.

G. Michael Hamilton  
Dean of Student Success

## CAMPUS EMERGENCY NUMBERS

**TO REPORT A CRIME:** EMERGENCIES: **Dial 9-1-1**

NON-EMERGENCIES: Contact one of the College officials below.

Dean of Student Success	(757) 240-2206
Campus Facilities and Safety Coordinator	(757) 240-2254
Dean of Institutional Effectiveness	(757) 681-2915
Dean of Nursing Education	(757) 240-2204
Dean of Allied Health Education	(757) 240-2485
Executive Director	(757) 240-2213
RHS Protection:	(757) 594-2008 (RRMC)

## **ABOUT THE COLLEGE**

Riverside College of Health Careers has an annual enrollment of over 500 students, employs over 70 Administrative and support staff and faculty, and invites hundreds of guests each year to come on campus for activities and events. The College campus is located in midtown Newport News, Virginia, on the Riverside Education Campus. The College has no residential housing for students or athletics programs.

## **CAMPUS SAFETY AND SECURITY**

### **Campus Security Personnel**

Riverside Health System (RHS) Protection Officers provide a visible presence on the Newport News main campus. They patrol campus properties to deter inappropriate and illegal activities. These officers are not sworn officers and therefore do not have any powers of arrest, do not carry weapons, or use any form of force to detain or arrest. RHS Protection may be contacted at: 757-594-2008 (RRMC).

Campus Security Authorities (CSAs) include those employees who have responsibility for safety and security on campus, those employees to which students and employees should report criminal offenses, and those employees who have responsibilities for student and campus activities. The primary responsibility of a CSA is to “report allegations to the reporting structure of the established institution”. The reporting structure established by the College is the Dean of Student Success. All CSAs are required to maintain annual CSA certification. CSAs include, but are not limited to the following positions:

*RHS Protection Officers  
Title IX Coordinator  
Deans  
Department Managers*

*Campus Facilities and Safety Coordinator  
Staff of the Student Services and Campus Resources  
Departments  
All full- and part-time faculty*

All CSAs function in the added capacity of Responsible Employee for the purposes of reporting Sexual Harassment as defined in College policy. Upon receipt of information regarding Sexual Harassment, the Responsible Employee must directly report any information regarding the alleged incident to one of the Deans or Title IX Coordinator listed above. When a Responsible Employee fails to make a required report, the College is unable to acquire the information necessary to stop, remedy, and prevent Sexual Harassment. As a result, the Responsible Employee may face disciplinary consequences up to and including termination of employment. No College employee shall undertake any independent efforts to determine whether a report or complaint has merit or can be substantiated before reporting it.

RHS Protection Officers, members of the College Leadership team, and the Campus Facilities and Safety Coordinator have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. College personnel do not possess arrest power, do not carry weapons, or use any form of force to detain or arrest. Criminal incidents are referred to the Newport News Police who have jurisdiction on the main campus. College Leadership maintains a close working relationship with the Newport News Police Departments. College officials and the Newport News Police Department communicate on the scene of incidents that occur in and around the campus area. College officials and Newport News Department Investigators work closely when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between College officials and Newport News Police Department.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to College officials and Newport News Police Department in a timely manner. If assistance is required from the Newport News Police Department or the Newport News Fire Department, RHS Protection or campus officials will contact the appropriate unit.

### **Virginia Sex Offenders Registry**

In accordance with federal Campus Sex Crimes Prevention Act of 2000, the College has provided a link to the Virginia State Police Sex Offender Registry at: <https://sex-offender.vsp.virginia.gov/sor/>. This is a searchable database that lists all registered sex offenders in the area.

If a sexual assault or rape should occur, staff on the scene, including the Dean of Student Success and Dean of Institutional Effectiveness will offer the victim a variety of services. Information is also available to students and employees about on-campus and off-campus resources via the College web-based learning management system.

### **General Procedures for Reporting Crimes or Emergencies**

All community members, students, faculty, staff, and guests are encouraged to report all crimes, traffic accidents, medical and fire incidents, suspect hazardous materials, spills or leaks, after-hours building power outages and suspicious activity in a timely manner to the Campus Facilities and Safety Coordinator, Dean of Student Success, or other campus leadership personnel.

To report a non-emergency security or public safety related matter, the Campus Facilities and Safety Coordinator may be contacted on campus at 757-240-2254 or the Dean of Student Success may be contacted at 757-240-2206. Evenings and weekends, the RHS Protection Officer on campus should be notified at 757-594-2008 (RRMC)

To report an emergency, please dial 911.

All criminal matters, policy violations related to campus safety and security, and suspicious incidents will result in the filing of an incident report through RHS rCare system. Violations of the law will be referred to law enforcement agencies. When appropriate, incidents involving students will be forwarded to the student's Program Director for review and possible disciplinary action.

The immediate reporting of any crime, especially sexual assaults, assists in the preservation of evidence which may be necessary to convict a person involved in criminal activity. Information on crimes that may impact or relate to the surrounding community is shared with appropriate law enforcement agencies.

### **Confidential Reporting Procedures**

Crime victims who do not wish to pursue action within the College or criminal justice system are encouraged to consider making a confidential report. With the victim's permission, the Dean of Student Success may file a report as to the details of the incident without revealing the victim's identity. The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and guests to determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College, and when they involve allegations of Sexual Harassment (to include sexual assault, domestic violence, dating violence, stalking, and sexual harassment), the information is made available to the Title IX Coordinator.

The crime victim should also be aware that, although the report is confidential, a Timely Warning notification may be required to be posted according to federal law. If such a warning is required, the victim may be made aware, where applicable, prior to the dissemination and will not include the victim's name or any other specific information that would otherwise cause the victim to be identified.

### **Threat Assessment and Emergency Response/Crisis Intervention Team**

The Dean of Student Success, the Director and/or Manager of RHS Protection, and the Campus Facilities and Safety Coordinator meet semi-annually and as needed to assess the security and safety of the campus. Opportunities to improve campus safety and security are identified and acted upon expeditiously.

When a situation is reported that constitutes a threat or potential threat to the safety of students and employees on campus, the Dean of Student Success will activate the Emergency Response/Crisis Intervention Team. This team consists of the Dean of Student Success, Director and Manager of RHS Protection, the Campus Facilities and Safety Coordinator, and appropriate members of the College Leadership team. Local police/sheriff department personnel may also be included. The team determines appropriate steps to take to ensure the safety of all on campus including the issuance of emergency notifications and timely warnings.

### **Emergency Notification, Timely Warnings & Emergency Preparedness**

In compliance with the Higher Education Act of 1965 as amended and §23-9.2:11 of the Code of Virginia, the College has implemented a comprehensive Emergency Notification System. This system consists of several notification technologies to include email/text alerts to students and employees, Everbridge Alerting System (employees only), notifications posted on the learning management system, and announcements via the College's call-in Emergency Notification & Announcement Line 757-240-2499. This notification system allows the prompt disclosure of information about crimes on and/or near the campus that may pose an ongoing threat to the College community.

In the event that a situation arises, either on or off campus, that in the judgment of the College Leadership and/or local law enforcement constitutes a "*significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus,*" a campus-wide Emergency Notification will be issued, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency Notifications, which will be issued by the Dean of Student Success using the emergency notification system, may include immediate action to remain safe, such as lock-down or shelter-in-place. Once the situation has been resolved and it is determined to be safe to return to normal activity, an "all clear" message will be distributed via the same method of notification previously used for the incident.

Timely Warnings are distinct from Emergency Notifications. Timely Warnings provide information about crimes that have already occurred or are thought to have occurred but still pose a serious or continuing threat. Timely Warnings will always withhold the name(s) or identifying information of any victim but may have identifying information for a possible suspect(s). Timely Warnings will be issued to heighten awareness and to be more vigilant of potential dangers on or near campus. Timely Warnings will be issued by the Dean of Student Success using the emergency notification system. If an emergency notification is made, the College does not need to issue a timely warning about the same incident or situation. Anyone with information warranting a timely warning should report the circumstances to the Dean of Student Success or any member of the College Leadership team.



Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case, and the information known to the College.

Inclement Weather Announcements, including campus closure or delay, will also be disseminated through the College's emergency notification system.

### **Emergency Response and Evacuation Information**

The College strives to provide a safe and secure environment conducive to learning. In the event of a campus emergency, specific emergency procedures provide for notification, communication, coordination, and evacuation as needed. Building evacuation and lockdown procedures are defined by policy. Students and employees are encouraged to be alert to suspicious persons or situations and report them promptly to College officials or the RHS Protection Officer. Emergencies may be reported by students or employees by calling 911 or, in the event of a fire, dialing 911 and pulling the nearest fire alarm.

All emergency operations are directed by the Dean of Student Success. In the absence of the Dean of Student Success, any College official, the Campus Facilities and Safety Coordinator, RHS Protection, or senior staff/faculty member shall assume operational control of the emergency until properly relieved. College officials cooperate with local law enforcement and fire officials during emergency operations.

All building evacuations will occur when the building fire alarm sounds and/or upon notification by safety/security personnel. An emergency or dangerous situation that prevents safe evacuation of a building and requires isolation of students and employees from danger will be addressed by instituting a campus lockdown. The decision to issue a lockdown may be made by the Dean of Student Success, College officials, or law enforcement personnel. The decision to evacuate all or part of the campus grounds will be made by safety/security personnel.

Exercises designed to test the College's emergency procedures and preparedness are conducted at least twice annually and may be conducted in the form of a fire or lockdown exercise, either announced or unannounced. Each spring, an announced tornado drill is also conducted. The Campus Facilities and Safety Coordinator documents a description of each exercise, the date and time of the exercise, whether the drill was announced or unannounced and any corrective action if needed. Mandatory training for students in emergency response and evacuation procedures is conducted through computer-based learning modules in the learning management system at the beginning of each spring and fall semester.

### **Emergency Campus Shutdown**

The College has contingency plans for unforeseen disruptive events to ensure that it continues to meet the needs of students, faculty, and staff. The College reserves the right to transition classes to an online format if circumstances warrant restricting or closing classrooms on campus. Unless otherwise required by applicable law, there will be no refund or reduction in tuition or fees if the method of instruction is altered because of events or conditions that are not within the College's control, including (but not limited to), pandemics, applicable laws, regulations or government orders, labor strikes, and acts of God such as weather conditions or natural disasters.

In the event that an extended emergency shutdown of the College is necessitated by catastrophic circumstances, the following procedures will be followed for addressing the continuance of the College's academic programs:

- Working with the appropriate Dean and Program Director, faculty will develop a written alternative plan for the academic program.

- In compliance with accreditation standards, the plan will include the specific means for students to complete the course in an extended emergency shutdown of the college.
- The plan must have the endorsement of the appropriate Dean and Program Director.
- The plan will be communicated to students in writing and/or electronically.

### **Off-Campus Crime**

All students are required to report criminal offenses to their Program Director. Criminal offenses include misdemeanors and/or felonies for which they have been charged or convicted from the time of application to the College until the day of graduation. This includes periods during which the student is on a leave of absence and periods between withdrawal and readmission.

If a law enforcement or security agency, outside RHS Security, is contacted about criminal activity occurring off-campus in which a Riverside student is involved, that department may notify the College about the incident; however, there is no written policy by any department with the College that requires such notification. Students in these cases who have been dealt with in some manner by an agency may be subject to the College's disciplinary process if College policy has been violated or for failing to report the incident as required.

### **Campus Facilities and Building Security**

All campus buildings have a security system with alarms monitored by RHS Protection and a contracted vendor. Building access on the Newport News campus is controlled by swipe badge entry. Students and employees are issued identification badges which must be worn at all times while on campus. Vendors, guests, and visitors with a need to enter a building on the campus may be escorted or may be issued a temporary badge by the Campus Facilities and Safety Coordinator. All buildings on the campus are secured by RHS Protection Officers after normal operating hours. RHS Protection Officers patrol the campus during evening and weekend classes and are available during daytime hours as needed.

There are no residence facilities provided by the College for students or employees.

### **Riverside Policy Regarding Concealed Handgun Permits**

Riverside prohibits individuals with a valid concealed handgun permit to carry a handgun on Riverside property, including the College campus, without prior authorization from the Director of Safety and Protection and the Executive Director.

Although Virginia has a concealed handgun law that effectively allows handgun owners with a valid concealed handgun permit to legally conceal a handgun, in most circumstances on both public and private property, the law also allows private property owners like Riverside to determine whether to allow individuals with a licensed concealed handgun permit to carry a concealed handgun on their property.

### **Motor Vehicle Security**

All persons parking their vehicle on campus are reminded to lock their doors and secure any valuables.

STUDENTS:

All students must register their vehicle(s) with the Student Success Department to receive a parking decal. ***\*\*Students are prohibited from parking on campus without a parking decal.\*\**** Student decals will be placed on the rear window on the lower left side. Students are reminded to park in the areas designated for student parking. Students who park on campus without a parking decal are subject to disciplinary action up to and including program dismissal.

Enforcement: The Campus Facilities and Safety Coordinator will be responsible for issuance of Parking Violation Warning ticket(s) to persons who neglect to follow the proper parking protocol.

First Offense: Ticket issued, and Program Director notified.

Second Offense: Ticket issued, Program Director notified, student placed on Academic Warning.

Third Offense: Student subject to disciplinary action up to and including dismissal from the program.

#### EMPLOYEES:

Campus employees will park in their assigned parking space.

Enforcement: The Campus Facilities and Safety Coordinator will be responsible for issuance of Parking Violation Warning ticket(s) to persons who neglect to follow the proper parking protocol.

First Offense: Ticket issued, and Dean notified.

Second Offense: Ticket issued, Dean and HR notified, employee counseled.

Third Offense: Ticket issued, Dean and HR notified, written warning issued.

Fourth Offense: Ticket issued, Dean and HR notified, employee moved to final warning.

### **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that reduces hazardous conditions. Maintenance and repair of buildings, grounds care, and janitorial services are contracted. The Campus Facilities and Safety Coordinator conducts daily campus rounds to identify safety and maintenance concerns including but not limited to landscaping, locks, alarms, lighting, emergency egress, and communication. All security and safety violations found during routine rounds are documented. The property management company is notified for corrective action when maintenance or safety issues are identified. Members of the College community are encouraged to report deficiencies to the Campus Facilities and Safety Coordinator as soon as they are observed.

### **Security Awareness and Crime Prevention Education**

The College encourages all students and employees to be responsible for their own security and the security of others and to be good stewards of the campus community. Safety is a community responsibility, and all students and employees should work with the College Leadership in a collaborative effort to deter and report criminal and suspicious activity.

During New Student Orientation, students receive training on security procedures on campus as well as the services offered by RHS Protection Officers. Students are informed about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees during their orientation. Students and employees also must complete annual mandatory training on campus safety and crime prevention, campus emergency procedures including fire, lockdown, evacuation, and shelter-in-place, and emergency preparedness. Information is available to students and employees about on-campus and off-campus resources in the College web-based learning management system.

Students and employees are encouraged to be aware of their responsibility for their own security and the security of others. To enhance personal safety, especially after an evening class, students are encouraged to walk with friends to the parking lot or to call the RHS Protection Officer for an escort.

The College does not have officially recognized student organizations with off-campus locations.

## **Security 101: The Short Course**

While the Dean of Student Success, College Leadership, and RHS Protection are responsible for ensuring that our campus is as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual.

### **ANTI-THEFT TIPS**

- *Lock your office when it is unoccupied.*
- *Do not prop doors open.*
- *Put valuables in the trunk, not on the seats or floor.*
- *Copy all important papers and cards that are in your purse or wallet.*

### **PERSONAL SAFETY IN YOUR CAR**

- *Always keep your car doors locked.*
- *Never give strangers a ride.*
- *Check the back seat before entering a car.*
- *Keep your vehicle properly maintained and have at least a quarter-tank of gas.*
- *Always have a good spare tire and a jack.*
- *If you break down, wait with your vehicle, and call a friend or the police. Do not accept a ride with a stranger.*
- *If you feel that you are being followed, drive toward a well-lit public area, preferably a police station.*
- *Keep a copy of your vehicle registration at home; keep the original in your vehicle.*

### **PERSONAL SAFETY AT HOME**

- *Keep shades down and windows and doors locked.*
- *Use your peephole or a nearby window before opening the door.*
- *Take a self-defense course and maintain proficiency.*
  
- *Do not leave a spare key outside.*
- *If you receive an obscene phone call, hang up immediately.*
- *Use only initials on mailboxes.*
- *Make sure the exterior of your home/apartment is well lit.*

### **PERSONAL SAFETY AWAY FROM HOME**

- *Walk, exercise, and park in well-lit areas.*
- *Carry your keys in hand so that you are ready to enter your car or building.*
- *Be aware of your surroundings and the people around you.*
- *Do not wear excessive amounts of jewelry.*
- *Use a wrist pack rather than a purse.*
- *Avoid ATMs in secluded or dark locations.*
- *Avoid working or studying after hours in public areas.*

## **Possession, Use, and Sale of Illegal Drugs & Alcoholic Beverages**

The College is committed to working against the illicit use of illegal drugs and alcohol among students and employees. The College campus has been designated “drug and alcohol-free”. Unauthorized possession, manufacture, sale, distribution, or use of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced; violators will be subject to College disciplinary action up to and including dismissal or termination, criminal prosecution, fine and/or imprisonment.

Definitions:

Controlled Substance – A drug or substance found in Section 54.1-3401 and Schedules I through VI of Sections 54.1-3446 through 3456 of the Code of Virginia, as amended, and Section 202 of the Federal Controlled Substances Act (21 US C.812).

Alcohol – Any product as defined in “The Alcoholic Beverage Control Act,” Section 4-2 of the Code of Virginia as amended.

Drug – Any controlled substance or prescribed or non-prescribed medication, taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance.

In a good faith effort to comply with the federal and state regulations regarding the abuse of controlled substances including the Drug-Free Schools and Communities Act of 1989 and laws of the Commonwealth of Virginia, the College informs all employees and students at the beginning of each academic year that the unlawful manufacture, possession, use, or distribution of illegal drugs (including inhalants) and alcohol on the property of the College or as part of any College activity is prohibited. Being under the influence or having identifiable trace quantities of illegal or unauthorized drugs or alcohol in their system while on College property, in class, lab or at an RHS or non-RHS clinical facility is strictly prohibited. Violation of this policy, as well as conviction for drug use, possession, or sale anywhere by persons covered under this policy, will be reason for disciplinary action up to and including denial of access to College property and/or disciplinary dismissal from the program of study. Conviction for violations of these state and federal laws may result in fines, loss of driver’s license and imprisonment as determined by the applicable state or federal law.

The College's usual investigative and disciplinary procedures will be used to address any allegations that this policy has been violated. In all cases, the College will protect, to the maximum extent possible, the rights of all parties involved. When a violation of College policy occurs, the College will take appropriate action which may include requiring the student or employee to participate in a drug or alcohol rehabilitation program.

A person who wishes to report a violation of this policy should contact the following: The Executive Director (757-240-2213) if the allegation is against a faculty or staff member or the Dean of Nursing Programs (757-240-2204) or the Dean of Allied Health Education if against a student. Students charged or convicted in state or federal court of violating a criminal drug statute must inform their Program Director within five (5) calendar days of the charge and/or conviction. A student who has receiving a federal grant such as a Pell grant must report the conviction to the granting agency within five (5) calendar days of the conviction. Federal law requires that a person who is convicted in state or federal court of violating a criminal drug statute in the workplace must inform his or her employer within five (5) calendar days of the conviction.

As required by federal law, the College will conduct biennial reviews to determine the effectiveness of its drug and alcohol policies. The Dean of Student Success will complete these reviews in even numbered years. Copies of the available programs and biennial reviews are published on the College website and will be supplied to the U.S. Secretary of Education upon request.

All students receive a 12-panel urine drug screen prior to matriculation into a College educational program. A positive drug screen will result in withdrawal of the offer of admission to the College. Students are informed of College policies related to alcohol and illegal substance use and abuse during New Student Orientation. The College reserves the right to randomly drug screen its students. Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including difficulty with attention and learning, physical and psychological dependence, damage to brain, liver and heart, unwanted sexual activity, and accidents due to impaired judgment and coordination. Drug and alcohol abuse education and prevention programs, as well as confidential counseling, treatment, and

rehabilitation programs are available to both students and employees through Riverside's contracted Employee Assistance Program (EAP). Anyone who may need assistance with a drug or alcohol problem is encouraged to contact EAP at (1-800-383-1908) or online at: [www.VITALworklife.com](http://www.VITALworklife.com). This free service is available 24 hours per day to students and employees and provides confidential access to a Licensed Professional Counselor who will either address the student or employee's concerns or refer them to appropriate licensed professionals, counselors, or community resources for long-term help. EAP services include substance abuse counseling and prevention programs.

### **PARTY SMART – GET THE FACTS!**

*Myth: Drinking excessively...it's just part of being in college.*

Fact: More than 80% of Riverside students choose NOT to binge drink (consume 5 or more drinks in a sitting.)

*Myth: "I only had five beers, brah. I'm cool to drive. Just call me the DDD, designated drunk driver."*

Fact: Having five beers in one hour will put a 160-pound male at a 0.10 BAC which is OVER the legal driving limit.

*Myth: If both people are drunk when they have sex, it can't be rape/sexual assault.*

Fact: No one can legally give consent when they are substantially impaired. Being drunk isn't an excuse to not get consent. It is the initiator's responsibility to gain consent. No matter what an impaired person may verbalize at the time, if they feel violated/victimized, it should be taken seriously.

### **ONE DRINK PER HOUR**

One drink is defined as one 12-ounce can of beer OR one 4-5 ounce glass of wine OR one 1.5 ounce shot of liquor.

If a person is having more than one drink per hour he/she's exceeding the recommended consumption pace. Because of the rate by which alcohol is metabolized in the body, more than one drink per hour will/can cause a person to test as legally under the influence of alcohol. By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will likely not be surpassed by alcohol intake. This will keep blood alcohol concentration within safer limits.

Remember, the legal blood alcohol concentration limit is 0.08 for driving in Virginia. If under 21, it is a violation if the concentration of alcohol is 0.02 or greater.

### **SYMPTOMS OF ALCOHOL POISONING & DRUG OVERDOSING – WHAT YOU NEED TO KNOW**

- The person is unconscious or semi-conscious and cannot be awakened.
- The person's skin is cold or clammy and has pale or bluish color.
- Slow breathing – less than eight breaths per minute or lapses between breaths of more than eight seconds.
- Vomiting while "sleeping" or passed out, and not waking up after vomiting.

If a person has ANY of these symptoms, they need help! CALL 9-1-1.

- Do not leave the person alone.
- Turn the person on his/her side to prevent choking in case of vomiting.
- Get help. Your friend will not be angry because you care!

## Health Risks Associated With Use/Abuse of Alcohol and Other Drugs

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
<b>NARCOTICS</b> Opium/II,III,V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine/II,III	Morphine, MS-Contin, Roxanol, Roxanol-SR, Pectoral Syrup	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine/II,III,V	Tylenol w/codeine, Empirin w/codeine, Robitussin A-C, Fiorinal w/codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin/I	Diacetyl-morphine, Horse, Smack	Under Investigation	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone/II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)/II	Demerol, Mepergan, Pethadol	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone/II	Dolopine, Methadone, Methadose	Analgesic	High	High	Yes	12-24	Oral, injected			
Other Narcotics/ I,II,III,IV,V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin, LAAM, Leritine, Levo-Dromoran	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
<b>DEPRESSANTS</b> Chloral Hydrate/IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Possible	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates/II,III,IV	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital, Amobarbital, Phenobarbital, Fecondarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High Moderate	High Moderate	Yes	1-16	Oral			
Benzodiazepines /IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Verstan, Versed, Halcion, Paxipam, REstoril, Axene, Clonopin	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone/I	Quaalude, Optimil, Parest, Somnofax, Sopur	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide/III	Doriden	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Other Depressants/II,IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
<b>STIMULANTS</b> Cocaine/II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected			
Amphetamines/II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol, Mediatric	Attention deficit disorders, narcolepsy, weight control, hyperkinesis	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine/II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate/II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants/III,IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepani, Prelu-2, Bacarate, Presate, Voranil	Weight control	Possible	High	Yes	2-4	Oral, injected			

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Dependence		Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological						
HALLUCINOGENS LSD/I	Acid, Microdot, Breen/Red Dragon	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance, violent behavior, anxiety; Large doses could result in convulsions, heart and lung failure	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline & Peyote/I	Mexc, Buttons, Cactus, Mesc, Mex, Mexo	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants/I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine/II	PCP, Angel Dust, Hog, Love Boat	Vet anesthetic	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues/I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens/I	Bufofenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
<b>CANNABIS</b> Marijuana/I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Under Investigation	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol/I,II	THC, Marinol	Cancer chemotherapy, anti-nauseant, anesthetic	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish/I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil/II	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
<b>ALCOHOL</b> Ethyl, Alcohol, Ethanol		None	Possible	Possible		1-4	Oral	Intoxication, sensory alteration, anxiety reduction	Staggering, odor of alcohol on breath, loss of coordination, slurred speech, dilated pupils, nerve and liver damage	Sweating, tremors, altered perception, psychosis, fear, auditory hallucinations

### **Statistical Disclosure of Reported Incidents**

Incidents reported to RHS Protection or a Campus Security Authority (CSA) that fall into one of the required reporting classifications will be disclosed as a statistic in the Annual Campus Safety and Security Report published by the College. Crimes or incidents that are documented in this report include, but are not limited to, all Uniform Crime Report (UCR) Part 1 Criminal Offenses (in hierarchical order) and incidents defined by the Department of Education. The statistics in this report are published in accordance with the standards and guidelines used by the Federal Bureau of Investigations Uniform Crime Reporting Handbook, relevant federal law, and the guidelines as set forth by the Department of Education.

Each year, an email notification is sent to all enrolled students with information on accessing the Annual Campus Safety and Security Report. Faculty and staff receive similar notifications. Posters are located in all buildings on campus with directions on where the Report can be located. Print copies of the report may be obtained from the Student Services Department on the Newport News campus, Bldg. 316, 1<sup>st</sup> floor.

### **About Crime Statistics**

The Dean of Student Success, in collaboration with the Dean of Institutional Effectiveness and the Title IX Coordinator, prepares the Annual Campus Safety and Security Report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with the local law enforcement agencies, RHS Protection, and College officials. The report provides updated information on campus crime statistics, educational efforts, and programs to comply



with the Act. The Dean of Student Success submits the annual crime statistics published in this report to the United States Department of Education (USDOE). The statistical information gathered by the USDOE is available to the public through the USDOE website, <http://ope.ed.gov/security>.

Crime statistics disclosed in the Annual Campus Safety and Security Report are obtained from the following sources: RHS Protection, College Leadership, CSAs, and the Newport News Police Departments. For statistical purposes, crime data reported to any of these sources are recorded in the calendar year the crime was reported. A written request for criminal incidents is made on an annual basis to all CSAs, as defined by federal law.

### **Crime Log**

The College makes available to students and employees a crime log of incidents for the most recent 60-day period. The log is open to public inspection during normal business hours. To view the crime log, interested parties are asked to contact the Campus Facilities and Safety Coordinator. Any portion of the log older than 60 days, if not immediately available, is made accessible usually within two business days of a request for public inspection. The information in the crime log generally includes the incident classification, date and time reported, date and time of the offense, general location of the offense, and disposition.

### **Disciplinary Actions**

In cases where probable cause exists to believe that a student may be involved in a violation of the law of the Commonwealth of Virginia, the Executive Director will be notified, and the information will be reported to the Newport News Police Department.

The College sanctions students who are found responsible for violations of its policies. The following policies related to conduct and disciplinary actions are available in the Student Handbook located in the learning management system: Policy 201 Student Rights and Responsibilities; Policy 202 Student Code of Conduct; and Policy 124 Student Evaluation Committee. Sanctions for policy violations, which are defined in Policy 123 Disciplinary Actions, include but are not limited to: fines; restitution; disciplinary warning; probation or probation with suspension; and disciplinary dismissal. Any employee found to be in violation of these laws and/or College policies may be subject to criminal prosecution, disciplinary action up to and including termination, and/or referral to an assistance or rehabilitation program.

### **Criminal History Disclosure**

All applicants are required to disclose a history of criminal offenses at the time of application to a College program. The purpose of this disclosure is to identify students whose documented criminal history might impair their potential for licensure/certification or their eligibility for employment within Riverside Health System. Accepted students must submit to a criminal history evaluation to fulfill admission requirements. The criminal history evaluation will include: a Virginia Statewide Criminal Records evaluation; a Residency History and Social Security Alert evaluation; a National Record Indicator evaluation (Criminal Records and Nationwide Sex Offender Registry); and a Nationwide Healthcare Fraud and Abuse Registry (FASIS Level III) evaluation, including but not limited to Medicare and Medicaid fraud. Admission will be immediately revoked for students who fail to disclose a criminal history.

# **COLLEGE POLICIES**

## **1. DISCRIMINATION POLICY**

The College does not discriminate on the basis of sex, gender identity, or sexual orientation in its educational programs or in the context of employment. Sexual assault, harassment, and retaliation are forms of sex and gender-based discrimination prohibited by Title IX, a Federal law which provides that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

The College has appointed the Dean of Institutional Effectiveness, in collaboration with the Dean of Student Success, to oversee the investigation and resolution of all reports related to sexual and gender-based harassment, including sexual assault, and to assure the College's compliance with Title IX. The Dean of Student Success and/or Dean of Institutional Effectiveness are available to provide information about resources, interim measures, and options for investigation and resolution under this policy as well as provide assistance in notifying law enforcement.

This policy does not allow curtailment or censorship of constitutionally protected expression. In addressing all complaints and reports of alleged violations of this policy, the College will take all permissible actions to ensure the safety of students and employees while respecting their free speech rights. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

## **2. HARASSMENT & BULLYING POLICY**

Riverside College of Health Careers is committed to maintaining a working, learning, and social environment in which the rights and dignity of all staff, faculty, and students of the College community are respected. The College seeks to foster an environment that reflects courtesy, civility, and respectful communication because such an environment is necessary for success in teaching and learning, in research and scholarship, in patient care and public service, and in all other aspects of the College's mission, vision, and values. Members of the College community are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic environment.

Harassment and bullying constitute uncivil behavior which threatens the fundamental principles of the College and will not be tolerated. Harassment and bullying behavior on any Riverside property, at any College function or event, or activity, or through the use of any electronic or digital technology, whether or not such use occurs on Riverside property is strictly prohibited.

## DEFINITIONS

**HARASSMENT** Harassment is unwelcome conduct or behavior that is insulting or derogatory to an individual based on a age, sex, race, ethnic or national origin, disability, religion or belief, sexual orientation, gender assignment, military status or any other personal characteristic of an individual that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment. It includes sexual harassment, which involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct may be verbal, written, visual, or physical and constitutes harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progression; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic progression decisions affecting the individual. It may be persistent behavior or a single isolated incident which could reasonably be viewed as being hostile or intimidating, demeaning and unacceptable to the individual and likely to cause alarm or distress.

**BULLYING** Bullying is a form of uncivil and disrespectful behavior consisting of conduct relative to acts, omissions, or both, that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct and without regard to the method of delivery, such as verbal, written, or electronic. Bullying includes aggressive and hostile acts of an individual or group of individuals which are intended to undermine, humiliate, mentally or physically injure, or intimidate, and/or control another individual or group of individuals.

## GENERAL GUIDELINES / EXAMPLES OF BEHAVIORS

Regardless of intent, uncivil behavior, i.e., harassment or bullying, creates or promotes an adverse and counterproductive environment, so as to interfere with or undermine legitimate College learning, teaching, and/or operations. A single act normally will not constitute abusive conduct, but an especially severe and egregious act may meet the standard. Harassment and bullying are not about occasional differences of opinion, conflicts, and problems in classroom or workplace relationships as these may be part of academic or working life.

It is recognized that differences in attitude, background and culture can often mean that what is perceived by one individual as harassment or bullying may not necessarily be perceived in the same way by another. It should be noted therefore, that when deciding whether harassment or bullying has occurred, the impact on the individual and whether the behavior is unacceptable by normal standards will be the focus, rather than motive or intent.

Harassment and bullying shall not include circumstances wherein:

- A faculty member or academic program personnel advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program;
- A faculty member or academic program personnel advise a student of inappropriate behavior that may result in disciplinary proceedings;

Violations of this policy shall be considered harassment and violators will be subject to disciplinary action up to and including dismissal.

Examples of behaviors that meet the definition of harassment or bullying include but are not limited to:

- **PHYSICAL:** Includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
- **VERBAL/WRITTEN:** Includes ridiculing, insulting, or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- **NONVERBAL:** Includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- **SEXUAL:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- **STALKING:** Includes repeated, unwanted contact in the form of phone calls, physical presence, regular mail.
- **CYBERBULLYING** is defined as bullying an individual using an electronic form, including the Internet, interactive and digital technologies, or mobile phones. Examples of cyberbullying include but are not limited to:
  - Texting or emailing unpleasant, scary, threatening, or rude mobile phone messages;
  - 'Sexting', where sexually inappropriate mobile phone pictures of one person are used by another person to upset, harass or demean the person in the pictures;
  - Posting abusive or demeaning comments on social networking sites or in chat rooms.

#### PROCEDURES FOR REPORTING & RESOLVING COMPLAINTS

The College has the responsibility to recognize, respond to, report, and investigate reports of harassment or bullying incidents and hold the perpetrators accountable if such behavior is verified. Action by the College will likewise be taken in cases of false allegations. The College has an established complaint system that includes both informal complaint resolution and, if that is unsuccessful, formal complaint resolution. Students will not be subjected to adverse actions by any College official as a result of initiating a complaint of harassment or bullying.

#### *Informal Complaint:*

Employees or students experiencing harassment or bullying by any member of the College community are encouraged to report the behavior immediately: employees to their Department Director/Supervisor; students to their faculty. The complainant is encouraged to attempt informal complaint resolution with the accused. If the informal complaint does not resolve the situation, then a formal complaint should be filed with the designated office of the College according to the relationship of the parties involved (see Table below).

<b>COMPLAINANT</b>	<b>ACCUSED</b>	<b>DESIGNATED OFFICE</b>
Student	Student	Program Director
Student	Faculty/Staff	Program Director
Student	Program Director	Deans of Nursing or Allied Health
Employee	Student	Program Director

#### *Formal Complaint & Complaint Resolution*

Formal complaints must be received in writing. Anonymous accusations will not be the basis of any administrative action. In investigating complaints of harassment or bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

To File a Formal Complaint: Students should follow the Student Grievance Policy. Employee complaints against students should be filed with the student's Program Director.

In cases where the accused is a STUDENT:

If upon initial review the designated office finds that there may be a case of harassment or bullying under this policy, then within 10 calendar days of the filing of the formal complaint with the designated office, disciplinary action may be taken by the designated office, or the case referred to the Student Evaluation Committee. Where a student has been involved in a bullying incident, they will be observed to ensure that the behavior is not repeated. If the designated office finds insufficient evidence or reason to support the complaint then the case ends there with the designated office but is subject to appeal by the complainant (if a student) to the Student Evaluation Committee for review and further action as appropriate.

The student complainant may not be advised of the resolution of such a complaint, or any actions taken by the College against the accused student.

In cases where an EMPLOYEE is accused by a student:

If upon initial review the designated office finds that there may be a case of harassment or bullying under this policy, then disciplinary action will be taken by the designated office. The student complainant will not be advised of the resolution of such a complaint, or any actions taken by the College against the accused employee.

In cases where an EMPLOYEE is accused by another employee, the complaint will be handled in accordance Riverside's Discrimination & Harassment Complaint Procedure.

Inquiries or complaints concerning discrimination/harassment of employees may be directed to the following:

U.S. Equal Employment Opportunity Commission (EEOC National Headquarters)  
131 Main Street NE, Washington, D.C. 20507  
1-202-663-4900 email: [info@eeoc.gov](mailto:info@eeoc.gov) <http://www.eeoc.gov/>

U.S. Equal Employment Opportunity Commission (EEOC Regional Headquarters)  
200 Granby Street, Suite 739, Norfolk, VA 23510  
1-800-669-4000 <http://www.eec.gov/field/norfolk/>

## Understanding Bullying

The bully has difficulty with social skills, is unable to make friends easily, and thus does not know better ways to relate to others.

Bullying is used to enhance self-concept. Self-concept is the way you feel about yourself. Well-balanced people enhance the way they feel about themselves through their achievements, activities and occupations. Bullies, however, have a distorted sense of how to increase their self-concept, and so engage in anti-social activities. Bullying makes them feel good about themselves and, mistakenly, they believe that engaging in it will make other people see them as powerful.

### BULLYING BEHAVIOR

- Physical attack = assault
- Repeatedly shouting or swearing at a person either in private or in public
- Public humiliation
- Personal insults, name-calling or labeling, insulting, threatening or intimidating gestures
- Persistent criticism
- Unjustified or unnecessary comments
- Offensive, threatening or abusive communications by oral, written or electronic means, including telephone, computer networks, email or facsimile, social media
- Spreading malicious, unfounded rumors
- Freezing out, ignoring, marginalizing or excluding
- Deliberately talking to a third party to isolate another
- Not listening to another's point of view
- Constantly interrupting others, or creating a place that is difficult to study or work
- Threatening, instilling fear, persecution
- Nasty practical jokes, initiation rites
- Coercing a person to participate in non-core activities against their will and, sometimes, their better judgment.
- Deliberately sabotaging or impeding work performance
- Withholding information or supplying incorrect information
- Withdrawing areas of responsibility, assigning menial tasks instead
- Setting up individuals to fail
- Instigating complaints from others

### BULLIES...

- Are never wrong; they blame everyone but themselves
- Are poor communicators
- Are insecure
- Are prone to anger and irritability
- Are experiencing stress
- Are tyrannical to subordinates but are charming to superiors and outsiders
- Are devious and/or dishonest
- Are vindictive
- Need to control
- Have a selective memory
- Are manipulative
- Excel at twisting the truth

### WHAT SHOULD I DO IF I AM BEING BULLIED?

Share your worries. You are not on your own. Staff in the College will believe you and act for you. Tell your faculty or the Student Engagement Coordinator. Do not worry about looking silly. Bullies may threaten you with what will happen if you 'tell' but bullying works by you keeping quiet. It is the bully who has the problem, not you, so you should report the behavior. Letting College staff know about the problem will prevent bullying not only to you, but to other students as well, The bullies will be dealt with by the College. The bullying will be stopped so that you and fellow students can enjoy College and make the most of the opportunities provided for you here.

### **3. SEXUAL HARASSMENT POLICY**

The College has appointed the Title IX Coordinator to oversee the investigation of all reports related to sexual and gender-based harassment, in collaboration with the Dean of Student Success. The Title IX Coordinator and/or Dean of Student Success are available to meet with any person to discuss information about resources, interim measures and options for investigation and resolution under this policy as well as provide assistance in notifying law enforcement. Inquiries or complaints concerning the application of Title IX, including complaints of Sexual Harassment or discrimination, may be referred to the Title IX Coordinator at:

Title IX Coordinator  
316 Main Street  
Newport News, VA 23601  
[TitleIXCoordinator@rivhs.com](mailto:TitleIXCoordinator@rivhs.com)  
(757) 240-2203

This policy does not replace the criminal justice system. Furthermore, the College is required to report to the police department certain alleged crimes, including sexual assault. If the victim wishes to remain anonymous, their name and identifying information will be withheld from the information provided to the police department. All persons have the right to pursue Sexual Harassment complaints beyond the College, and are encouraged to use law enforcement agencies, regardless of whether they choose to pursue recourse through this policy.

#### **REPORTING SEXUAL HARASSMENT TO THE COLLEGE**

Sexual Harassment may be reported to the Title IX Coordinator, Dean of Student Success, the Dean of Institutional Effectiveness, the Program Director, or Campus Security. Reports will be forwarded automatically to the Dean of Institutional Effectiveness. The Complainant may be the victim or any other person with knowledge of the Sexual Harassment. The College strongly encourages the prompt reporting of Sexual Harassment.

Preservation of information and tangible material relating to Sexual Harassment is essential for both law enforcement and campus investigations. Therefore, Complainants, Respondents, witnesses, or others reporting possible violations of this policy, are encouraged to preserve all information and tangible material relating to the incident. Examples include electronic communications (e.g., emails and text messages), photographs, clothing, bedding, and medical information. In the case of medical information, prompt examinations can be crucial.

If any person believes they have been intimidated, threatened, coerced, or discriminated against in an effort to chill the exercise of Title IX rights, the person retaliated against should file a complaint with the Title IX Coordinator who is responsible for initiating prompt and equitable resolution of such complaints.

It is not Retaliation for a school to punish someone for making a bad-faith materially false statement during a Title IX grievance process. Title IX expressly states that engaging in protected speech under the First Amendment never constitutes Retaliation.

Reports of Sexual Harassment may also be made to law enforcement. The criminal process is separate from the College investigation and grievance process defined in this policy. A Complainant can pursue one or both options. To initiate a criminal investigation or prosecution, reports of Sexual Harassment should be made to the Newport News Police or the police department in the jurisdiction where the Sexual Harassment occurred.

Persons may report to law enforcement and/or engage in civil litigation in connection with the same

behavior that forms the basis of a report under this policy.

Where the Complainant or another person with knowledge of a possible violation of this policy has reported to law enforcement, the College will fulfill its responsibility to take prompt and appropriate action to provide protection and resources to both parties.

The College will comply with requests by law enforcement for cooperation in a criminal investigation and may temporarily delay an investigation under this policy while law enforcement is in the process of gathering evidence. However, if the Complainant files a Formal Complaint while criminal proceedings are pending, or if the College determines that an investigation should proceed, the College may not wait for the conclusion of the criminal case to proceed with its investigation. If the College finds that Sexual Harassment occurred, it will take steps to prevent its continuation or recurrence and to address its effects, regardless of whether external legal proceedings are pending.

Anonymous reports of Sexual Harassment may be considered invalid and will not typically be pursued further in the absence of additional information.

#### SUPPORT AND INITIAL ASSESSMENT

Upon receipt of a Formal Complaint of Sexual Harassment, the Title IX Coordinator or designee will promptly conduct an Initial Assessment that includes the following steps:

1. Assess the nature and circumstances of the Sexual Harassment report.
2. Address immediate physical safety of the Complainant or any other individual(s).
3. Inform the Complainant of the right to notify (or decline to notify) law enforcement if the conduct is potentially criminal in nature.
4. Inform the Complainant of the right to seek medical treatment to address physical health and, as appropriate, preserve physical or forensic evidence.
5. Assess the reported conduct to determine whether the circumstances pose a threat to the health or safety of the College community that warrant issuance of a Timely Warning or a temporary administrative suspension. The College will remove any Respondent on an emergency basis if they pose an immediate threat to the health or safety of the campus.
6. Provide Supportive Measures whether or not a Formal Complaint has been filed. The College will consider the Complainant's wishes in determining appropriate Supportive Measures. The College will generally keep Supportive Measures confidential to the Complainant or the Respondent to the extent that confidentiality does not impair the College's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.
7. Provide the Complainant with the following: information about on and off campus resources; examples of potential interim measures; an explanation of the investigative procedures; and the College's prohibition against Retaliation.
8. Enter non-identifying information about the report into the Campus Security/Crime Log if the conduct is potentially criminal in nature.

The Dean of Student Success will notify local prosecutors within 48 hours of beginning an investigation into a possible felony sexual assault. The College may implement interim measures as may be appropriate for the individuals involved and for the larger College community. Interim measures may include but are not limited to separation of the Complainant's and the Respondent's academic situation; temporary administrative suspension of the Respondent; enforcement of no-contact orders; and academic accommodations, if reasonably available.

The scope and timing of further investigation and/or action will depend upon a number of factors including but not limited to: whether the Complainant requests confidentiality; whether the Complainant requests



that the investigation not be pursued; whether the Title IX Coordinator determines that the College has an obligation to proceed with an investigation, regardless of the Complainant's wishes, in order to ensure campus safety; and whether ongoing fact-gathering by the police requires a temporary delay in further factual investigation by the College.

#### GRIEVANCE PROCESS

The College is required to investigate every Formal Complaint of Sexual Harassment. The Title IX Coordinator may file a Formal Complaint of Sexual Harassment if the Complainant chooses not to do so, and it is reasonable in light of the known circumstances. The College will endeavor to complete its investigation and hearing, if any, within ninety days of receipt of the Formal Complaint. All timeframes set forth in this policy may be extended by the Dean of Institutional Effectiveness, with written notice to the Complainant and Respondent of the delay and the reason for the delay. The Grievance Process includes:

- A. Dismissal Review
- B. Written Notice to the Parties
- C. Evidence Gathering
- D. Investigative Report
- E. Hearing
- F. Decision-Making
- G. Written Decisions
- H. Appeals

#### A. Dismissal Review

Upon notification of a Formal Complaint, the Dean of Student Success, in consultation with the Dean of Institutional Effectiveness, will review the complaint to determine whether the allegations meet the requirements for either a mandatory or discretionary dismissal.

1. Mandatory Dismissal: The College must dismiss a Formal Complaint or specific allegations within the complaint: (a) that do not describe conduct that meets the definition of Sexual Harassment; (b) that alleges Sexual Harassment which did not occur in the school's education program or activities; or (c) that alleges Sexual Harassment that did not occur in the United States. However, the College may still address dismissed complaints or allegations under its code of conduct, even if it is not Sexual Harassment under Title IX.
2. Discretionary Dismissal: The College may dismiss a Formal Complaint: (a) if the Complainant notifies the Title IX Coordinator in writing that he/she wishes to withdraw the Formal Complaint or some of its allegations; (b) if the Respondent is no longer enrolled or employed by the College; or (c) if specific circumstances prevent the College from gathering evidence sufficient to reach a determination about the allegations.

In the case of both mandatory and discretionary dismissals, the College has the option to proceed with the investigation if it does not think dismissal is appropriate. If the College dismisses a Formal Complaint or any of the allegations in it, the College will promptly send written notice to the Complainant and the Respondent of the dismissal, the reasons for the dismissal, and a statement that both parties have the right to appeal the dismissal. The Complainant will be advised of other appropriate disciplinary, legal, and support options and no further investigation under this policy will be pursued. If new information is subsequently provided, this decision may be reevaluated.

#### B. Written Notice to the Parties

When the College begins an investigation into a Sexual Harassment complaint, the College will provide written notice to the Complainant and the Respondent not less than five days before any initial interviews

are conducted. This is to allow both parties sufficient time to prepare for the initial interview. The written notice will include the following information:

- Key details of the alleged Sexual Harassment incident, including who was involved, the date and location if known, and the alleged misconduct that constitutes Sexual Harassment.
- The Respondent is presumed not responsible during the grievance process.
- Both the Complainant and the Respondent are entitled to an advisor of their choice. The advisor may be an attorney but does not have to be. If either party does not have an advisor, the College will provide one at no cost to the party, solely for the purpose of conducting cross-examination on the party's behalf during the live hearing.
- Neither party nor the school is allowed to seek, permit questions or allow the introduction of evidence that is protected by a recognized privilege, such as attorney-client privilege or doctor-patient privilege. This information can only be used during an investigation if the person holding that privilege has waived it.
- Both parties may inspect and review evidence gathered by the College during the investigation.
- The Student Code of Conduct prohibits knowingly making false statements or submitting false information during the grievance process. False statements include statements that omit a material fact, as well as statements that the speaker knows to be untrue.
- Retaliation constitutes an independent violation of this policy.
- The College does not engage in *informal* resolution for complaints of Sexual Harassment.

Review with the Complainant and the Respondent their rights, including the right to have an advisor of their choice present during all meetings, interviews, and hearings; available resources; an explanation of the investigative procedures, and the College's prohibition against Retaliation.

### C. Evidence Gathering

The Title IX Coordinator, in collaboration with the Dean of Student Success, conducts all investigations into Sexual Harassment allegations. The burden of gathering evidence and burden of proof is on the College, rather than the parties. However, each party will have an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence.

The investigation will be conducted in a prompt, fair, thorough, and impartial manner and will include, at a minimum: speaking separately with the Complainant, the Respondent, and pertinent witnesses, and soliciting and reviewing documentation relevant to the investigation including but not limited to available police reports. The College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present evidence.

Both parties are permitted to have their advisor of choice present during meetings and hearings. The College will provide written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare. Both parties and their advisors will have equal opportunities to inspect and review the evidence gathered by the College as part of its investigation, if the information is directly related to the allegations raised in the Formal Complaint. That may include documents, notes from interviews with students or employees, or other types of evidence that the school gathers. This evidence may be sent in electronic format or copy. The College will send the parties and their advisors evidence directly related to the allegations, in electronic format or hard copy, with 10 days for the parties to inspect, review, and respond to the evidence.

### D. Investigative Report

After gathering evidence, the Title IX Coordinator and the Dean of Student Success will prepare an Investigative Report on the allegations in the Formal Complaint which summarizes the evidence that the

College has gathered about the alleged incident. The Investigative Report will be provided to both parties. Both parties will have not less than ten days to respond to the evidence in writing. If a response from either party is received, the response will be considered before finalizing the Investigative Report and circulated to the parties for at least another ten days before determination of responsibility is made or a hearing is scheduled. The final written report of findings will be presented to the Dean of Institutional Effectiveness.

#### E. Hearing

The College is required to hold a live hearing for any Formal Complaint of Sexual Harassment. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. If requested by either party, the hearing may be held with parties located in separate rooms, with technology enabling everyone to see and hear each other. An audio or audiovisual recording or transcript of the live hearing will be made available to the parties for inspection and review. The live hearing will include all involved parties, their advisors, witnesses, and the decision-makers. The College will notify in writing not less than five days before the hearing, the date, time, and location of the hearing. If a party does not have an advisor, the College will provide one to be present at the live hearing.

At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Neither the Complainant nor the Respondent may personally question or cross-examine anyone. The advisors of the Complainant and Respondent are allowed to cross-examine other parties and witnesses. The purpose of cross-examination is to help the decision-makers arrive at a factually accurate determination of responsibility by hearing each party's version of events and hearing each party answer questions about their version of events. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker will first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

The Complainant's privacy will be protected by only allowing questions or evidence about prior sexual history if (1) it is offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or (2) if it relates to sexual behavior between the Complainant and the Respondent and is offered to prove Consent.

Each person has the right to choose to participate or not participate in any part of the grievance process. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) may consider statement(s) of that party or witness in reaching a determination regarding responsibility. The decision-maker(s) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. However, the decision-maker(s) will also not base their determination regarding responsibility solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

#### F. Decision-Making

The Dean of Institutional Effectiveness will convene a hearing within ten days of receipt of the final Investigative Report from the Title IX Coordinator. The decision-makers will include the Dean of Institutional Effectiveness (Committee Chair) and two College officials appointed by the Dean of Institutional Effectiveness. Decision-makers will not include the Title IX Coordinator, the Dean of Student

Success, officials with direct association to the Complainant and Respondent's educational programs, or otherwise involved in the investigation.

The decision-makers will be provided the written Investigative Report. They will have an opportunity to interview all interested parties and will objectively evaluate the relevant evidence, including inculpatory and exculpatory evidence. After all evidence is presented and the decision-makers and advisors have completed their questioning, both parties, their advisors, and their witnesses will be dismissed from the hearing. After discussion of the evidence, the decision-makers, by majority vote, will determine whether the Respondent is responsible for the alleged Sexual Harassment. For all Sexual Harassment hearings, decision-makers will determine responsibility using a preponderance of the evidence standard. With respect to any factual issue, this standard requires the determination of whether it is more likely than not that a fact exists, or violation of this policy occurred. Credibility determinations will not be made on the basis of the person's status as a Complainant, Respondent, or witness.

If the decision-makers find a violation of this or other College policies has occurred, appropriate sanctions, up to and including program dismissal, will be imposed by the decision-makers. Sanctions may include those listed in RCHC-AA-123 Disciplinary Actions Policy. In determining the appropriate sanction(s), the decision-makers will take into account the following considerations:

- The impact of the misconduct on the Complainant or the community;
- Safety and protection of the College community;
- The Respondent's disciplinary (and, if known, criminal) history;
- The nature and circumstances of the misconduct;
- The ongoing enrollment of both the Complainant and the Respondent, with preferential consideration given to the Complainant;
- The Respondent's candor in responding to the complaint.

As a result of the investigation, the decision-makers may also recommend additional campus safety measures be implemented. The Registrar will add a statement to the academic transcript of any student suspended, expelled, or withdrawn from the College for reasons related to an offense involving sexual violence.

#### G. Written Decisions

At the conclusion of a hearing, the Dean of Institutional Effectiveness will prepare a Written Decision that will include the following:

- The College policies that were violated;
- A description of the procedural steps that were taken by the College, including a description of all notices and interviews that took place, any site visits that occurred and the hearing itself;
- A findings of fact section with a description of the facts that were introduced at the hearing;
- A statement and rationale for the conclusion of each allegation in the Formal Complaint;
- A statement and rationale for the final determination of responsibility;
- The disciplinary sanctions that the College will impose on the Respondent, if any, and whether the College will provide remedies to the Complainant;
- A statement and rationale for any remedies for the Complainant, addressing how those remedies will restore or preserve equal access to education at the College. If the Respondent was found responsible, these remedies may burden the Respondent;
- A statement that the parties have the right to appeal the initial determination regarding responsibility and the permissible bases for appeal.

The written decision will be sent to both parties simultaneously and include information about how to

appeal the determination. Either party may appeal the decision. Appeals must be received by the College within ten days of the decision.

#### H. Appeals

Appeals may arise from two different steps in the process: (a) after a dismissal decision and before the grievance process, whether the dismissal was mandatory or discretionary; or (b) at the end of the grievance process.

Grounds for appeal will be limited to: (a) a procedural irregularity affected the outcome of the matter; (b) new evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; or (c) a conflict of interest on the part of the Title IX Coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.

Appeals will be made to the Executive Director within ten days of notification of the decision. Both parties will have ten days to submit a written statement supporting or challenging the outcome of the grievance process. Upon receipt, the Executive Director will notify both parties in writing and implement appeal procedures equally. Within ten days, after considering the parties' written statements, the Executive Director will notify both parties simultaneously in writing of the final decision. The College's determination about whether the Respondent is responsible for the Sexual Harassment allegations becomes final after appeal. In the event a student is found responsible for violating this policy and suspension or dismissal sanctions have been imposed, the College reserves the right to require the student to leave campus while the appeal is pending.

The College will keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. Information regarding investigations, interim measures, hearings, decisions, and sanctioning determinations, will be shared among College officials and external entities only on a need-to-know basis and as permitted by College policy and applicable law. The College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure.

Grievance process records will be retained by the Dean of Institutional Effectiveness for a period of seven years, consistent with Federal and state law. Records will include: (a) records of the investigation, hearing, and determination of responsibility; audio, audiovisual recordings, or transcript of hearings; records of sanctions or remedies provided; (b) records of any appeal and the materials associated with an appeal such as the written statements submitted by the parties; and (c) records of Supportive Measures taken in response to a report or complaint of Sexual Harassment. This includes the situation in which the College offered Supportive Measures to a Complainant only and where the Complainant of Sexual Harassment opted not to proceed with a Formal Complaint. In such cases, the College record-keeping has to include a report that it was not deliberately indifferent and that it took measures designed to restore or preserve equal access to its educational program and activities. Records of materials used to train the Title IX Coordinator, investigators, and decision-makers will be retained by the Dean of Student Success for a period of seven years.

#### SUPPLEMENTAL / ALTERNATIVE AVENUES FOR FORMAL COMPLAINTS

In addition to, or in lieu of, the procedures set forth in this policy, individuals may pursue those remedies that are available to them. Students may file Formal Complaints of discrimination or Sexual Harassment with:

United States Department of Education, Office for Civil Rights, Region I  
5 Post Office Square, 8th Floor, Boston, MA 02109-3921  
Tel.: (617) 289-0111 Fax: (617) 289-0150  
<http://www.ed.gov/about/offices/list/ocr/docs/howto.html>

College faculty and staff members may file a charge with the Federal Equal Employment Opportunity Commission and/or the Virginia Council on Human Rights within 300 days of the incident.

Federal Equal Employment Opportunity Commission  
<http://www.eeoc.gov/employees/charge.cfm>

Virginia Council on Human Rights  
1100 Bank St #3, Richmond, VA 23219  
(804) 225-2292 <http://www.chr.state.va.us/>

College employees may obtain additional assistance and support from the RHS Department of Human Resources.

#### RESPONSIBILITIES OF THE COLLEGE LEADERSHIP, FACULTY, AND STAFF

Campus administration, staff, and those performing instructional or academic advising duties have an added responsibility to create and maintain a learning environment free of Sexual Harassment, to protect a Complainant from continued Sexual Harassment and/or Retaliation, and to protect the Respondent from damage by false allegations.

If an administrator, staff member, or individual with instructional responsibility becomes aware of an incident that might reasonably be construed as constituting Sexual Harassment, they must take immediate steps to address the matter by contacting either the Title IX Coordinator or the Dean of Student Success. Administrators, staff, and those with instructional responsibility should act whenever they learn—either directly or indirectly—about Sexual Harassment. This obligation exists even if the Complainant requests that no action be taken. It is the responsibility of the administrators/staff to address and report the situation.

Prior to involvement in the grievance process, the Title IX Coordinator, the Dean of Student Success, the Dean of Institutional Effectiveness, Executive Director, and other appointed decision-makers, will have completed annual training that includes: *Clery Act Campus Security Authority training; Responding to and Prevention Strategies for Sexual Assault, Dating Violence, Domestic Violence, and Stalking (VAWA); and Title IX and Responsible Authorities Reporting Requirements under Title IX*. Training is provided by a third-party vendor. Training materials may be reviewed upon written request to the Executive Director.

#### DEFINITIONS

<b>AIDING, ABETTING, OR INCITING</b>	Participating in, soliciting, directing, or assisting in Sexual Harassment.
<b>COMPLAINANT</b>	A person who is alleged to be a victim of conduct that could constitute Sexual Harassment. A third-party may report Sexual Harassment.

<b>CONSENT</b>	Clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid (1) if obtained by physical force, coercion, or threat; (2) when a person is Incapacitated; or (3) when an intellectual or other disability prevents a person from having the capacity to give consent. Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point.
<b>DATING VIOLENCE</b>	Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
<b>DOMESTIC VIOLENCE</b>	Acts of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, or by a person who is cohabitating with or has cohabitated with the victim as a spouse.
<b>EDUCATIONAL PROGRAMS AND ACTIVITIES</b>	This includes activities on campus and in clinical and practicum experiences where the school exercises substantial control over the context of the alleged Harassment and the person accused of committing Sexual Harassment.
<b>FORMAL COMPLAINT</b>	A written document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent.
<b>INCAPACITATION</b>	A person lacks the capacity to give Consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

## SUPPORT AND COUNSELING

In a supportive manner, the College will assist anyone who has experienced Sexual Assault by implementing procedures set out herein. Due to the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged Sexual Assault.

### IF YOU HAVE BEEN ASSAULTED

- Take steps to ensure your safety
- Seek immediate medical attention – Call 911
- Preserve all physical evidence
- Call Campus Security:
  - RHS Protection (evenings and weekends) (757) 594-2008 (RRMC)
  - Dean of Student Success (757) 240-2206
  - Campus Facilities and Safety Coordinator (757) 240-2254

### RESOURCES ON-CAMPUS

Administrative Personnel:  
 Dean of Student Success (757) 240-2202  
 Dean of Institutional Effectiveness (757) 240-2202  
 Program Directors (757) 240-2202

Campus Safety Personnel:  
 RHS Protection (757) 594-2008 (RRMC)  
 Campus Facilities and Safety Coordinator (757) 240-2254

RESOURCES  
OFF-CAMPUS

Newport News Police Department (757) 928-4100 (non-emergency number)  
Newport News Rape Crisis Intervention Center (757) 247-0071  
National Sexual Assault Hotline 1-800-656-HOPE  
National Sexual Assault Online Hotline <http://ohl.rainn.org/online/>  
National Domestic Violence Hotline 1-800-799-SAFE (7233)

MEDICAL  
RESOURCES

Riverside Regional Medical Center Emergency Room (757) 594-2000 or  
Emergency-Trauma Center (757) 594-2050 or <http://riversideonline.com/rrmc/>

- You may request a Sexual Assault Advocate if one is not provided.
- You may receive a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse).
- Physical evidence may be usable if proper procedures are followed for evidence collection within 72 hours of the assault.

ADDITIONAL  
COUNSELING  
RESOURCES

Riverside's Employee Assistance Program (EAP) (1-800-383-1908)  
[www.VITALworklife.com](http://www.VITALworklife.com)  
Provides 24/7 counseling support

Center for Sexual Assault Survivors (The Center) (757) 599-9848  
<http://visitthecenter.org/>  
Provides individual and group counseling, outreach, and information for survivors, family and friends

Transitions (757) 723-7774 <http://www.transitionsfvs.org/>  
Sole provider of comprehensive family violence services for the cities of Hampton, Newport News, and Poquoson, and a co-provider of services for York County.  
Provides immediate assistance 24 hours/day.

AVALON (757) 258-5022 24-hour Helpline (757) 258-5051  
Center for women and children that is located in Williamsburg, VA. Promotes non-violence and supports survivors of domestic violence and sexual assault.

Newport News Victim Services Unit (757) 926-7443  
<http://www.nngov.com/477/Victim-Witness-Assistance-Program>  
Victim advocate

Virginia Family Violence and Sexual Assault Hotline 1-800-838-8238  
(available 24 hours) Chat (confidential instant messaging) by texting 1-804-793-9999.

The LGBTQ Partner Abuse and Sexual Assault Helpline 1-866-356-6998. Chat  
(confidential instant messaging) by texting 1-804-793-9999.

Planned Parenthood (757) 826-2079 <http://www.plannedparenthood.org/>  
Provider of reproductive health care and education.

EDUCATION AND AWARENESS

Students receive training on prevention of sexual violence, including dating violence, domestic violence, sexual assault, and stalking, at the beginning of each spring and fall semester. Employees receive annual training on these topics.

Training includes victim rights and options, confidentiality, and privacy, and pursuing criminal charges and/or internal College disciplinary charges. Sex-based offenses are defined, including harassment and discrimination as well as acquaintance and date rape. The importance of consent is stressed. Also



discussed in training are the warning signs of an abusive person, hospital and forensic exams, tips on preventing sexual assault, tips for partying and dating smart, and bystander intervention techniques.

Additional information and resources are available to students and employees through the College learning management system: Student Learning Resources / Sexual Assault & Sexual Harassment.

### ***TIPS FOR PREVENTING SEXUAL ASSAULT***

Rape or sexual assault can happen to anyone, woman or man, and it's never the victim's fault.

- The chance of a woman being sexually assaulted during college is about the same as her chance of catching the flu during an average year – except she can't just take Nyquil and rest in bed for a few days. Sexual assault has lasting effects on students.
- Research shows that only 2% of survivors disclose their sexual assault to the police.
- Sexual assault is a learned behavior.

It is important to know that...

- **Alcohol** is a factor in almost all sexual assaults among college students.
- Many perpetrators of sexual assault are someone the victim knows.
- Sexual assaults can happen on a date or at a party.

There is no absolute way to prevent sexual assault, but it helps to think about how you can stay safe.

To prevent gender-based violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual or dating violence. If you witness these behaviors, there are certain ways you can step up to prevent a risky situation from getting out of hand.

1. NOTICE THE INCIDENT

- Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling.
- Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.

2. INTERPRET THE INCIDENT AS EMERGENCY

- By emergency we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.
- For example, if you are at a party and you see someone stumbling as they are being led into a different room, this is a risky and potentially emergency situation.

3. ASSUME RESPONSIBILITY FOR INTERVENING

- It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing.
- If you are unsure if you should do something, ask a friend what they think – it might be the case that they've been thinking the same thing.

## ***RECOGNIZING AND RESPONDING TO DOMESTIC VIOLENCE***

Recognize the signs of a person struggling with domestic violence:

- Seems afraid or anxious to please their partner.
- Receives frequent, harassing phone calls from their partner.
- Checks in often with their partner to report where they are and what they are doing.
- Talks about their partner's temper, jealousy, or possessiveness.
- Goes along with everything their partner says and does.
- Has few close friends.
- Experiences isolation from relatives and coworkers.
- Has little money available, with no credit cards or even a car.

Know how to respond to a victim of domestic violence:

### LISTEN WITHOUT JUDGMENT

For many of us, the hardest thing to do is simply listen without asking, "Why don't you just leave?" Our eagerness to be helpful can often cause a victim of domestic violence to become more withdrawn and less likely to see you as a resource. Leaving is not always simple. Leaving a violent relationship can be dangerous. There are often threats of violence in addition to emotional and financial control. Do not place blame. Focus on providing support.

### BECOME FAMILIAR WITH LOCAL RESOURCES

Find out about local services. Details like phone numbers and websites are important. Be ready to refer your friend to an expert that can help identify their options and develop a safety plan.

### REMEMBER LEAVING OR LETTING GO IS NOT ALWAYS THE IMMEDIATE REMEDY

For many of us the answer is easy – leave or let go and do it now. However, it takes an average of 5-7 times for a victim of domestic violence to leave the relationship and some may never leave. While it can be frustrating because you care, remember that alienating your friend or family member will just leave them isolated and less likely to remain safe.

### LET GO OF "WHAT I WOULD DO" AND LISTEN TO WHAT THEY WANT

The first response many victims of domestic violence hear from family and friends is, "I would never" or, "I could never." Let go of what you would do and ask your friend what he or she wants to do. Let them talk about their needs, frustrations, and fears. Remember that asking for help or reaching out is a big step.

### DON'T BE SILENT: REPORT ABUSE!

## ***SAFE OPTIONS FOR BYSTANDER INTERVENTION – THE 4 D'S***

As bystanders to inappropriate sexual behavior, we not only have opportunities to intervene, we have a shared responsibility to prevent harm, foster a sense of community, and create a culture of caring. Staying safe should always be balanced with keeping other safe. When people feel seriously threatened, the police should be called.

If you witness inappropriate sexual behavior, there are certain ways you can step up to prevent a risky situation from getting out of hand.

1. DIRECT  
Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique works better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.
2. DISTRACT  
Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Procedures class?" or "Who wants to go get pizza at Pizza Hut?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.
3. DELEGATE  
Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other or asking someone to go sit with them and talk. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.
4. DELAY  
For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking to. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?"

*Remember that your safety is of the utmost importance. When a situation that threatens physical harm to yourself or another student, ask someone for help or call 911.*

#### 4. RETALIATION & FALSE ALLEGATIONS POLICY

College policy prohibits retaliation. Retaliation is defined as the adverse treatment of an individual because he/she made a supported complaint alleging harassment or bullying, opposing harassment or bullying, or cooperated with an investigation of a complaint alleging harassment or bullying. Complaints alleging retaliation are filed and processed in the same manner as are complaints of harassment and bullying. Persons making false allegations of violations of College policy will be subject to disciplinary action by their supervisor/Program Director or by the Student Evaluation Committee.

Any complaints or reports of retaliation may be made to the following:

<b>COMPLAINANT</b>	<b>ACCUSED</b>	<b>DESIGNATED OFFICE</b>
Student	Student	Program Director
Student	Faculty/Staff	Program Director
Student	Program Director	Deans of Nursing and Allied Health Education
Employee	Student	Program Director

## CAMPUS CRIME STATISTICS

This report is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The following crimes and referral statistics are compiled from police reports, student conduct records, CSA reports, and Title IX/VAWA related reports. Annual notification of these statistics is sent to all faculty, staff, and students of the College. The College does not have on-campus student housing facilities.

*[The College closed its separate classroom in Gloucester Courthouse, Virginia, on March 2, 2020. Because this classroom was not used in 2019, crime statistics for the year reflect only the Newport News main campus.]*

### ANNUAL CRIME STATISTICS

Reported from January 1, 2019 through December 31, 2021

Crimes Reported	Year	College Campus	Public Property	Total	Unfounded
Murder/Non-Negligent Manslaughter	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Rape/Sexual Assault	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Fondling	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Incest	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Robbery	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Burglary	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Arson	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

## VIOLENCE AGAINST WOMEN ACT STATISTICS

Reported from January 1, 2019 through December 31, 2021

College Campus	2019	2020	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Public Property	2019	2020	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

## HATE CRIMES STATISTICS

Reported from January 1, 2019 through December 31, 2021

Crimes Reported	Year	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	Disability	National Origin	Unfounded
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Rape/Sexual Assault	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Robbery	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Burglary	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Arson	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Larceny-Theft	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Simple Assault	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Intimidation	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
Vandalism, Property Crime, etc.	2021	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0

## ILLEGAL WEAPONS POSSESSION, DRUG & LIQUOR LAW VIOLATIONS STATISTICS

Reported from January 1, 2019 through December 31, 2021

### Arrests:

Crimes Reported	Year	College Campus	Public Property	Total	Unfounded
Liquor Law Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Weapons (carrying, possessing, etc.)	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

### Disciplinary Referrals:

Crimes Reported	Year	College Campus	Public Property	Total	Unfounded
Liquor Law Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Weapons (carrying, possessing, etc.)	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

## CAMPUS RESPONSE TO COVID 19

The campus continues to respond to the pandemic with a series of actions intended to minimize the impact of the pandemic to our student body, employees and patients. The College continues to implement a plan that addresses the following: ongoing safe face-to-face classroom instruction; monitoring health conditions to detect infection; containment to prevent spread of the disease when detected; and shutdown considerations if necessitated by severe conditions and/or public health guidance. Actions that were implemented include the following:

1. The College has communicated via the College's learning management system, as well as on campus signage, the requirement for 100% masking (personal cloth face covers) while within clinical and laboratory experiences. Students are reminded of masking by staff; repeated failure to mask or refusal to mask will result in review by the applicable Program Director for potential Conduct Warning. Employees follow Riverside Health System (RHS) Human Resources policies which include requirements for masking with applicable potential disciplinary actions.
2. Signage throughout the campus reiterates the masking requirement.
3. All students complete an online screening questionnaire each day prior to coming to campus to determine potential COVID symptoms, exposure, and risk.
4. Mandatory vaccination for students and employees was implemented in October 2021 and continues to be required.
5. All classrooms have been reconfigured to reduce seating capacity by approximately 1/2 of maximum with only one chair per table instead of two, and increased table spacing.

6. Students are encouraged to eat at tables provided outside, in their vehicles, or to travel to nearby drive-thru restaurants for meals or breaks as desired.
7. All campus buildings, classrooms, offices, and common areas are serviced by a professional cleaning service throughout the day from 8am – 4pm. Cleaning and disinfection protocols have been increased throughout the day in addition to routine trash and bathroom maintenance and thorough end-of-day cleaning. Clinical and lab equipment, to include non-consumables, mannequins, beds and stretchers, are cleaned with approved disinfectants immediately after each individual use; linens are replaced after each individual use.
8. Hand sanitizer stations have been placed in each classroom and lab skills room. Janitorial staff perform daily checks on hand sanitizer volume and replenish as appropriate.
9. The College collaborates with RHS Human Resources and RHS Employee Health to identify and assist vulnerable employees and provide options to perform their work remotely as applicable.
10. The College collaborates with RHS Human Resources and RHS Employee Health and follows RHS policies related to sick leave for employees as well as direction from the RHS Central Exposure Team in the event of an employee COVID-19 exposure or symptoms. Students follow attendance policies of the College. Specific to COVID-19 exposure or symptoms, students and employees must self-isolate for a minimum of 10 days for a suspected or confirmed exposure. A copy of PCR test results or medical report must be provided to the College's disabilities department for reporting and tracking, and direction related to return to in-person instruction. Any confirmed positive with potential exposure among staff or students is referred to the RHS Central Exposure Team for follow-up and contact tracing as needed. Any COVID-19 related absence will not negatively affect an employee's job status or the academic standing of a student but may alter the student's progression in a program or timeline for completion.
11. The College's disabilities department maintains reporting and tracking information related to any student or staff exposure or exhibited COVID-19 symptoms. The College works directly with RHS Employee Health, RHS Central Exposure Team, and RHS Emergency Management - COVID-19 Response Team (who is in direct communication with the local health department) to determine the appropriate level of disease prevalence and identify any need for additional review, input, or provision of assistance to include but not limited to contact tracing.
12. The College works collaboratively with RHS departments to include but not limited to Infection Prevention, Emergency Management, Human Resources, and the RHS COVID-19 Incident Management and Command Center Team in the tracking of disease exposures and illnesses. The local health department will play an active role in any campus outbreak as applicable. The College follows, as appropriate, guidance for outbreak management per CDC and/or local health department guidelines as directed.
13. The College is sponsored by Riverside Regional Medical Center (RRMC) a Level-2 Trauma Center hospital in Newport News, VA, within Riverside Health System (RHS). RRMC and RHS have conducted extensive planning around COVID-19. RRMC and its sister hospitals, have provided care for numerous COVID-19 suspected and positive patients. The health system has implemented a system incident command structure to oversee the organization's response. The health department is an active participant within this structure. The College Executive Director is an active member of the RHS leadership team and participates in weekly RHS COVID-19 updates to provide and receive pertinent information regarding the College.
14. The College has demonstrated capability to convert a majority of its educational activity to an online environment when deemed necessary to protect the health and welfare of its students and staff. The College continues to further improve campus infrastructure and the servicing of students via virtual means through additional software and technology purchases and external vendor agreements.